

DEPUTY DIRECTOR OF PROJECT SUPPORT - SCHOOL OCCUPANCY

DEFINITION

Organizes, directs, and coordinates the activities of the School Occupancy Unit.

TYPICAL DUTIES

- Coordinates the integration of various District offices' efforts involved in the completion of school building projects relative to policies and procedures for furnishing and equipping of new schools.
- Creates, recommends, and evaluates the strategic plans, procedures, and operational goals of the School Occupancy Unit.
- Oversees the coordination and execution of policies and procedures regarding new school occupancy transition, as well as additions to existing facilities.
- Composes, schedules, and directs the purchasing procedures and plans to complete the furnishing and equipping of recently constructed school sites and additions to existing facilities.
- Resolves budgetary and procurement issues to implement the acquisition of school furnishings at the school site.
- Initiates and directs all investigations, research, needs assessment, interior architectural programming and planning activities of the School Occupancy Unit to determine appropriate furnishings and equipment to conform to instructional programs and safety requirements.
- Meets and resolves construction complications and issues amongst Facilities Services personnel, on-site school personnel, and other affected parties relative to the opening of new schools.
- Represents the Branch, Division, or District with regard to new school construction project presentations to public agencies, legislative committees, and other agencies.
- Assists in the development, monitoring, and maintenance of an expenditure control database system to ensure that furniture and equipment inventory for school building projects remain within budget allocations.
- Oversees the creation and modification of forms, presentations, and other documents necessary for the School Occupancy Unit.
- Delegates assignments to subordinates and evaluates the operational effectiveness of the School Occupancy Unit.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Deputy Director of Project Support -School Occupancy organizes, directs, and coordinates the activities necessary for furnishing and equipping schools.

The Director of Project Support -New Facilities assists in the overall administration of the New Facilities Program, carries out special projects, and oversees all aspects of the facilities programs for new school facilities.

The Deputy Director of Project Support - Preconstruction and Cost Estimation assists in the administration of the preconstruction plan of the New Construction Program and carries out special projects.

SUPERVISION

General direction is received from the Director of Project Support - New Facilities. General supervision is exercised over lower-level employees.

CLASS QUALIFICATIONS

Knowledge of:

- Administrative organization of the Los Angeles Unified School District
- Planning, design, and development of educational specifications and educational programs for new schools
- California Department of Education Title V regulations
- Principles of public relations
- Training, employee evaluation, and employee relations
- Basic concepts and application of scheduling, procurement, and business data processing
- School organization, budgets, and academic requirements

Ability to:

- Plan, organize, and coordinate a variety of activities and programs
- Estimate furniture, equipment, and additions costs
- Electronically track furniture and equipment inventory and expenditures
- Establish and maintain rapport with a wide variety of individuals and groups
- Make and review decisions objectively
- Communicate effectively, both orally and in writing
- Conduct meetings and make presentations
- Supervise and evaluate staff

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in architecture, interior design, construction management, accounting, business, public administration, or a related field. An advanced degree in one of the aforementioned fields is preferable.

Experience:

Three years of experience at the executive or administrative level in architectural planning, interior design, purchasing, contract administration, inventory control, warehousing, or related activities, including two years of supervisory experience.

Special:

- A valid California Driver License.
- Use of an automobile.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.

Revised
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