

## SPECIAL ASSISTANT TO THE CHIEF FACILITIES EXECUTIVE

### DEFINITION

Assists the Chief Facilities Executive by coordinating, monitoring, and directing a variety of administrative and analytical activities related to facilities planning and design, school utilization, real estate management, building modernization, maintenance and operations, and new construction for the District.

### TYPICAL DUTIES

Directs special projects at the discretion of the Chief Facilities Executive.  
Coordinates activities and projects among the six branches of the Facilities Services Division; Community Outreach, Project Execution, Contracts, Asset Management, Maintenance and Operations, and Program Support Services.  
Plans, coordinates, and supervises studies in the areas of organization, workload distribution, cost analysis, facilities and equipment obsolescence, computer utilization, and financial management.  
Directs the preparation and publishing of reports, bulletins, and procedure manuals and edits for form, content, grammar, syntax, and style.  
Conducts meetings and makes oral presentations regarding school facilities issues.  
Reviews proposed legislation and analyzes effects on selected District programs.  
Manages activities of consultants hired to evaluate and implement programs related to school construction, modernization, and maintenance.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Special Assistant to the Chief Facilities Executive performs high-level administrative duties and assists, plans, develops, and coordinates studies related to the District's facilities programs.

The Chief Facilities Executive is the administrator responsible for the District's facilities construction and school utilization programs, the management of District properties, and the maintenance of buildings and grounds.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

### SUPERVISION

The Special Assistant to the Chief Facilities Executive receives administrative direction from the Chief Facilities Executive. Supervision may be exercised over lower-level professional and clerical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

Practices used in the management of facilities, including real estate acquisition and new construction, modernization of existing facilities, maintenance, and construction management

Principles and practices of business and public administration related to business and office systems, procedures and policies

Research techniques, including statistical analysis and graphic presentations

Administrative organization of the Los Angeles Unified School District

Financial and project management computer software

### Ability to:

Represent the Chief Facilities Executive regarding complex facilities issues in meetings with senior management, representatives from other agencies, consultants, and members of the community

Estimate project requirements and organize resources to meet goals and deadlines

Present information regarding District programs in a proactive, complete and media-sensitive manner

Work with all levels of District employees, including Directors of each of the specialized Facilities Services Division units

Analyze written materials and oral communications

Analyze laws, systems, and procedures

Prepare clear, concise reports and make recommendations

Make effective oral presentations and conduct meetings

Communicate effectively orally and in writing

Supervise effectively

Operate computers with Microsoft operating systems and word processing, database, and spreadsheet software.

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university, preferably with a degree in business or public administration, engineering, or architecture.

A graduate degree in business or public administration, engineering, architecture, or real estate development is highly preferable.

### Experience:

Four years of experience in administrative or staff positions with responsibility for such activities as administrative analysis, data systems analysis, financial analysis, report writing, and real estate and/or facilities development. A bachelor's degree with a major in business administration, engineering, or architecture may be substituted for one year of the required experience. A graduate degree in business or public administration may be substituted for two years of the required experience.

### Special:

A valid California Driver License.

## SPECIAL NOTES

1. Management class.
2. Exempt from FLSA.
3. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

The 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 change typical duties of the position at any time.

Revised  
02-23-15  
HV

District Notification: 02-09-15