

FACILITIES PARTNERSHIP AND DEVELOPMENT MANAGER

DEFINITION

Directs and participates in the initiation, negotiation, and implementation of agreements for joint use and/or joint development, memoranda of understanding and other enabling documents between the District and appropriate governmental and private sector entities.

TYPICAL DUTIES

Initiates, evaluates, negotiates, and administers agreements, memoranda of understanding and other framework enabling documents with third-parties such as charter schools, governmental and private sector entities to meet Special Project goals, objectives, and priorities; coordinates with other Facilities Services Division Personnel, the Office of the General Counsel and other involved participants to evaluate, negotiate, and execute such framework documents and other third party agreement related documents.

Sets goals, objectives and priorities for Special Facilities Projects.

Participates in the development of program scope, budget, and bond funds pursuant to District joint use goals.

Identifies, evaluates, and recommends utilization of existing LAUSD property for joint use purposes.

Identifies, evaluates, and recommends external partners to contribute resources, assets, and capital towards the development of joint use facilities and programs.

Develops, analyzes, and administers certain Special Projects building activities.

Determines which projects require review or approval from the Board of Education, Division of the State Architect, Office of Local Assistance, State Allocation Board, or others; prepares applications for these Special Projects; and submits project information for review and approval

Prepares and provides project descriptions and specifications for contract architects or other contractors and District architectural, engineering, and/or maintenance personnel.

Manages the analysis of data to prepare project budgets and to develop appropriate fiscal controls.

Directs the preparation of and prepares reports regarding Special Projects, funding requirements, and issues for higher-level management, and other District administrators, School Board Members, Citizens Bond Oversight Committee, and other interested parties.

Makes presentations to governmental agencies to clarify and justify project fund requirements.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Facilities Partnership and Development Manager directs the activities concerning the initiation, evaluation, negotiation, execution, and administration of framework enabling agreements for Special Projects with other charter schools, governmental agencies, and private entities; directs the activities concerning the study, planning and construction of Special Projects; coordinates related real estate acquisition or leasehold interests and implementation with various State, District and local personnel; and prepares applications and secures funds.

The Director of Facilities Planning and Development directs long range facilities master planning, identifies requirements for new schools, provides critical information for obtaining CEQA clearance, develops school designs, supports the site selection process for new schools, and recommends procurement to obtain new facilities.

A Facilities Partnership and Development Coordinator coordinates agreements for Special Projects with other governmental agencies, non-profit organizations, charter schools, and private entities;

carries out activities concerning the study, planning and construction of Special Projects; coordinates related real estate acquisition or leasehold interests and implementation with various State, District and local personnel; and assists in preparing applications and securing funds.

SUPERVISION

General direction is received from the Director of Facilities Planning and Development. General supervision may be exercised over lower level professional and support personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization, management and supervision
- District standards and legal provisions governing school building construction, maintenance, budgeting, and finance
- The structure and leadership of other governmental entities engaged in real estate projects and/or operation of facilities locally and who are potential partners in District land and/or facilities projects
- Current best practices in alternative methods of school facilities provision including joint-use, joint development and public/private partnerships
- Real estate development practices and principals, including the environmental/entitlement process and real estate finance
- The ethnic, cultural, geographic, and socio-economic diversity of the populations served by the District
- Principles of budgetary planning and control
- Local and State building codes and safety regulations
- General characteristics and relative costs of methods of real estate, construction, architectural features, and building and room designs suitable for school uses
- Characteristics of curricula and methods and techniques of instruction
- Geographic area of the District and general population and enrollment characteristics of areas within the District
- Principles of school facilities planning as related to classroom instruction, traffic flow, economy of maintenance, growth, and adaptability to multi-functional usage
- Computer technology that provides analysis of data by using spreadsheets and database management
- Organization of the administration of the Los Angeles Unified School District
- Pertinent sections of Personnel Commission and District collective bargaining agreements
- Characteristics and uses of methods of graphic presentation and cartography

Ability to:

- Plan, coordinate, and provide leadership in complex activities involving many participants
- Make effective oral and written presentations
- Represent the District's interest effectively in negotiation with outside entities
- Read architectural plans
- Analyze cash projected cash flows over time
- Analyze and interpret material and labor cost estimates
- Work effectively with elected officials, media representatives, senior management, employees and community members
- Collect, classify, analyze, interpret, and explain statistical and budgetary data
- Prepare clear, concise reports and make recommendations
- Analyze and interpret technical materials, such as building standards and housing and attendance regulations, accurately and effectively in written and oral communications

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business administration, school business management, urban planning or a related field. A Master's degree in business administration, urban planning, or related to real estate acquisition and/or development is preferable.

Experience:

Five years of experience in real estate, government relations, or community relations, including experience negotiating with governmental and private entities, experience in the management of the real estate development process from an architectural, engineering, or functional standpoint; and/or experience in conceptualizing and executing joint developments among public and/or private entities.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Exempt from FLSA.
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. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
07-13-15
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