

BOND OVERSIGHT ADMINISTRATOR

DEFINITION

Plans, organizes, directs, coordinates, and reviews staff efforts with regard to data collection for new construction modernization, and repair projects. Develops reports, audits projects and programs, tracks project milestones, bond funding, and other information required for the Bond Oversight Committee.

TYPICAL DUTIES

- Plans, organizes, directs, and reviews the efforts of staff collecting data for reports, and monthly agendas regarding the status of construction milestones, project funding and completion of new construction modernization, and repair projects.
- Develops report formats that monitor project status for new construction modernization, and repair projects for the Bond Oversight Committee.
- Forecasts long-term costs and educational benefits of facilities projects and proposed initiatives to determine feasibility and report findings.
- Verifies the accuracy and thoroughness of acquired information and assesses potential impact for consideration by the Bond Oversight Committee.
- Reviews construction reports to ensure compliance with bond requirements and recommends changes to projects to become eligible for bond funding.
- Serves as the liaison to the Facilities Services Division by coordinating information and explanation of project scope, schedules, and budgets to for the Bond Oversight Committee.
- Reviews construction reports such as change orders, inspection reports, and requests for clarification for all construction projects and assesses the impact on quality, safety, and sustainability standards.
- Confers with legal counsel in the interpretation of complex bond language to ensure legal and ethical allocation of bond funds.
- Supervises and tracks the distribution of requests for information from the Bond Oversight Committee to ensure that all issues receive a prompt response from Facilities Services Division's executive staff.
- Provides input on proposed, pending, or existing local, county, State, and federal legislative measures that affect the Bond Oversight Committee and bond-funded projects.
- Prepares monthly reports for the Bond Oversight Committee.
- Briefs the Bond Oversight Committee Chairman on the potential impact of highly sensitive public reports and on issues related to project funding.
- Conducts meetings, writes press releases, and makes oral presentations regarding school facilities reporting issues, actions and resolutions.
- May conduct site visits and perform audits and constructability reviews of construction contract documents including architectural, engineering, and project management plans and specifications to evaluate comparability to proposed construction plans on behalf of the Bond Oversight Committee.
- May plan, administer, and approve a budget and related expenditures and maintain responsibility for fiscal control.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Bond Oversight Administrator is responsible for providing report services to the Bond Oversight Committee regarding all bond funded new construction, modernization, and repair projects.

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 building and grounds.

SUPERVISION

The Bond Oversight Administrator receives general direction from the Chairman of the Bond Oversight Committee. May exercise general supervision over lower-level management or technical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Administrative organization of the Los Angeles Unified School District
- Facilities and new construction programs and activities within the Los Angeles Unified School District
- Laws and regulations and the complexities of construction projects and programs
- Local and State building codes and safety regulations, including Division of State Architect requirements for school facilities
- Legal bases and sources of finance for California School building programs
- General characteristics and relative costs of methods of construction, architectural features, and building and room designs suitable for school uses
- The Collaborative for High Performance Schools (CHPS)
- Basic principles of contract law, research, cost analysis and accounting
- Basic principles of business applications of data processing
- Local, state, and national educational issues, trends, and legislative processes
- Principles of public relations

Ability to:

- Plan, organize, and coordinate staff efforts to analyze information from a variety of reporting mechanisms
- Analyze and interpret technical materials, such as architectural plans, building standards, project schedules, and budget data, and accurately and effectively report findings in written and oral communications
- Work effectively and diplomatically and maintain good relations with a wide variety of individuals and groups
- Communicate effectively both orally and in writing
- Analyze written materials, project cost control data, project milestone schedules, and project budgets
- Analyze and interpret proposed or existing city, county, state, or federal legislation relating to the instructional programs, administration, and fiscal policies of the District
- Analyze situations and programs and determine their public relations implications
- Conduct meetings, discussions, and make presentations
- Synthesize facts, concepts, and issues that affect facilities and new construction programs and procedures

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university preferably with a degree in business or public administration. Courses in research techniques, statistics, facilities planning, construction management, public relations, and school finance are desirable.

Experience:

Four years construction experience, managing people or projects that includes fact gathering, interacting with, and providing status reports and written communications to elected officials and governing Boards. Experience working in a public education institution in areas of policy formation, employee organizations, and employee relations is highly desirable.

Special:

As the key staff person responsible for facilities bond-funded project and program oversight, the Bond Oversight Administrator, must be independent of the Facilities Services Division (FSD) and of related FSD programs and projects as required by the 2007 Memorandum of Understanding between the Los Angeles Unified School District and the School Construction Bond Citizens' Oversight Committee.

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 change typical duties of the position at any time.

Revised and title change from
Director of Facilities Reporting
05-04-11
GMZ