

PROGRAM AND POLICY DEVELOPMENT ADVISOR – CONSTRUCTION PROGRAMS

DEFINITION

Advises Senior District Management in the planning, implementation, and prioritization strategies of a construction program or programs.

TYPICAL DUTIES

Strategizes, plans, formulates, directs, and implements the goals of construction program or programs.

Identifies complex problems resulting from District operational requirements and competing priorities and develops and implements resolutions.

Directs the analysis of demographic information, facilities conditions, and code requirements to determine and develop policies for prioritization.

Analyzes potential funding opportunities and advises senior leadership on the potential impacts and opportunities that should be considered in the prioritization of capital improvements.

Assures that the construction program and subsequent project development is consistent with State laws, Bond language, and District policies.

Develops policies regarding the implementation of a construction program as it pertains to the facility needs and impacts of Charter Schools and other instructional programs.

Renders expert consultation and advice to senior leadership to identify opportunities to align future facility capital improvements with existing and emerging instructional programs.

Liaises and coordinates activities with Educational Service Centers, Board Offices, relevant external stakeholders, and the Superintendent's senior leadership team on prioritization of capital investments throughout the District.

May represent construction programs before the Bond Oversight Committee, Board of Education and its committees.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Program and Policy Development Advisor – Construction Program oversees the policy, goals, and prioritization strategies of a construction program or programs.

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

A Program and Policy Development Specialist serves as a staff assistant to senior management by developing, coordinating, and monitoring studies relating to instructional programs and the District's strategic plan.

SUPERVISION

The Program and Policy Development Advisor – Construction Program receives administrative direction from the Director of Facilities Planning and Development and provides administrative direction to lower-level management or administrative staff.

CLASS QUALIFICATIONS

Knowledge of:

- Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures
- Legal bases and sources of finance for California school building programs
- Construction programs and activities within the District
- Laws and regulations of construction projects and programs
- Concepts of business applications of data management systems and procedures
- Proposed, pending, or existing local, county, State, and federal legislation on designated subjects pertinent to the District's budgetary and financial policies and processes
- Federal and State academic accountability systems
- Research techniques, including business statistical analysis and graphic presentation of data

Ability to:

- Present information regarding District programs in a proactive, accurate, and media-sensitive manner
- Estimate project requirements and organize resources to meet established deadlines and goals
- Communicate effectively both orally and in writing
- Prepare clear and concise reports
- Synthesize facts, concepts, and influences that affect systems and procedures
- Evaluate procedures and problems and develop and implement improvements
- Exercise independent judgment and initiative
- Analyze financial data, laws, and regulations
- Analyze and evaluate the effectiveness of plans and programs

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, with a bachelor's degree preferably in public policy, public administration, or social science. A graduate degree in one or the aforementioned areas is preferable.

Experience:

Four years of executive or management level experience analyzing, managing, and implementing strategic plans of construction-related initiatives and programs. Experience in California K-12 school district is preferable.

Special:

- A valid California Driver License
- Use of an automobile

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 abilities. Management retains the discretion to add or change typical duties of the position at any time.

New Class
07-14-14
RGK