

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Director, Capital Projects, Facilities, and Resource Management	CLASSIFICATION:	Non-Represented Management/Classified	
SERIES:	Director II	FLSA:	Exempt	CABINET APPROVAL: 01-
JOB CLASS CODE:	9886	WORK YEAR:	12	09-

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Facilities Support Services, responsible for planning, developing, organizing, controlling, maintaining, and directing functions related to facilities, resource management and sustainability efforts, and related services of the District; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan, organize, control, and direct a variety of programs, projects, and activities related to facilities, resource management and sustainability efforts to provide a safe and appropriate environment for students and staff. **E**

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action; formulate and develop policies and procedures to comply with state, county, and city laws and regulations. **E**

Develop marketing strategies fo

Develop and manage a preventative maintenance program to ensure maximum lifecycle of building components and equipment. **E**

Coordinate the preparation of plans from the developed educational, performance, and equipment specifications for schools and District facilities. **E**

Coordinate the selection, monitoring and supervision of services provided by architects, engineers, consultants, contractors, attorneys, bond counsels, financial advisors, bond underwriters, inspectors, and other professional service agencies used in support of the facilities program. **E**

Remain current on local, ni[seif-1.7(r)-3.9(w)9.2(t)-4.6(i)6..6(o)10.9(n oTJ 4.83)-sd

Lead and work with school improvement initiatives that address student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Facilities and Maintenance. **E**

Perform related duties consistent with the scope of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree from a four-year accredited college or university in a business or public administration, construction management, engineering, architecture or environmental related field and five years of progressively responsible management experience is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES

