

State Facilities Coordinator

Definition

Under general direction of the Assistant Superintendent of Business Services: coordinate with the State of California Agencies, Architects, Engineers, Financiers, Facility Auditors, to obtain funding for and to facilitate the modernization of existing District buildings, construction of new buildings and addition of portables and temporary housing needs of the District.

Examples of Duties

1. Works with District's consultants to insure correctness of Facility Needs Assessment;
2. Keeps Developer Fee studies current;
3. Works with District's consultants to monitor eligibility of District modernizations and new construction;
4. Monitors projects as proposed to Office of Public School Construction.
5. Attends meetings of the State Allocation Board to insure funding for District Projects;
6. Reviews bidding process and specifications for District projects to insure compliance with State laws;
7. Maintains all files for reimbursement of state and local funded projects;
8. Coordinates with contractors and inspectors, progress on projects and compliance with specifications;
9. Monitors all bonding requirements, Bid, Performance, and Subcontractor payments through private bonding companies or District affiliated J.P.A.s;
10. Maximize District and State moneys in the building of facilities for the District.
11. Orders portables and trailers and arranges for installation
12. Coordinates school site planning with educators, architects, and public
13. Other duties as assigned

Desired Qualifications

1. Familiarity with functions of state agencies: DSA, OPSC, State Allocation Board;
2. Ability to coordinate multiple complex building projects simultaneously;
3. Experience with California bidding laws and California Uniform Public Construction Cost Accounting Act requirements;
4. Ability to work with architects;
5. Ability to create and maintain complex spread sheets on progress, track cost of all District construction and modernization projects;
6. Ability to create correspondence to effectively communicate with State agencies;
7. Ability to arrange and coordinate the installation and removal of temporary housing while building projects are in progress:
8. Experience in coordinating committees:
9. Ability to work cooperatively with other professionals
10. Must be very organized.
11. Ability to work independently and make informed decisions.

Experience

Five years of progressive experience in District or Private Industry Business operations.
Experience in coordination of building projects

Education

1. Minimum of a High School diploma required.
2. Certificate in School Business Management or
3. Graduate of approved ACSA Academy

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms. The employee is frequently required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing or using a calculator. The employee is continuously required to interact with public and staff while meeting multiple demands from several people. The employee must occasionally lift

and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The position usually demands meeting deadlines with severe time constraints.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.