

FACILITY PLANNING SPECIALIST

CLASS SUMMARY

Under administrative direction of the Assistant Vice Chancellor of Facility Planning and District Support Services, provides administrative and technical support in operations related to planning and construction; provide support and coordination for project management activities for maintenance and capital improvement projects; undertakes research, analytical and investigative duties, compiles data and information; maintains official and confidential files and records; monitors project budgets and bond funds; prepares complex reports, spreadsheets, presentation materials; assists in archival records management/inventory and maintenance of facility plans drawings and technical documents; utilizes and interfaces with several technical software systems, including facilities database management and fiscal management systems for project management and accounting; coordinates activities with other offices, government agencies, consultants, elicits cooperation and may assist other desks; cooperates with faculty, staff, students and general public by explaining procedures and guidelines.

REPRESENTATIVE DUTIES

Maintain and establish document control protocols for all facilities projects, from inception through design, construction, close out and audit; Analyze student enrollment projections, conduct facility capacity and enrollment surveys to evaluate needs and capacities in relation to annual and long-term facility plans; review applicable Master Plans for sites; update and maintain campus and facility site and building plans for inventory purposes and space planning annually; Investigate and provide information to district administrators on laws relating to planning, construction, and maintenance services to the district. Serve as a liaison, between the district, site and program administrators, architects, legal counsel, and technical and other representatives as they relate to facilities planning/construction activities ; Prepare oral and written materials, reports, Board of Education meeting agenda item(s), and conduct follow-up activities as necessary for specialized facilities planning/projects; Research and apply federal, state, local and district policies, materials, opinions and trends regarding facility planning and construction matters; provide support and information for project management including budgets, architectural/construction plans and specifications, State/City general plan and zoning ordinances, Federal/State environmental guidelines; Review construction plans, specifications, planning reports and other documents; assist in the review, analysis and preparation of contracts for professional services as needed ; Perform and interpret statistical calculations; Plans, develops and coordinates updates of the department website items; Use word processing, spreadsheet, project management and planning software tools to produce charts, graphs, tables, and other type documents; use and learn a variety of software systems, including facilities database management and fiscal management, or web-based systems that the District may utilize in the course of planning, design and construction, typical to facility planning; Assist in reviewing, analyzing, preparing, and administering request for proposals, solicitations, quotes for services, and qualifications of consultants/vendors/contractors related to pre-construction and construction activities as assigned; Assist the department in fiscal analysis relating to facilities planning and construction accounting, budgeting, processing invoices and payment requests; auditing accounts to ensure funds are appropriately expended and comply with appropriate state and federal regulations; Assist in the preparation of expenditure and close-out reports with the State Chancellor's Office, Division of State Architect or other regulatory agencies as assigned; Performs duties such as receiving visitors and incoming calls, schedules meetings and appointments; prepare reports, requisitions and statistical materials; may compose standard letters; operates office machines and equipment, such as calculators, fax machines, photocopying, personal computers, plotters; Perform other tasks/duties as required.

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ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated administrator or supervisor.

DESIRABLE QUALIFICATION GUIDE

Training and Experience:

Bachelor's degree in planning, business, or similar field, and three years of experience in facilities planning or a related field with increasingly responsible experience in project management and/or working with architects, consultants, legal counsel, technical and financial consultants is preferred. Must be computer literate and/or willing to learn a variety of software systems for financial, project management, project scheduling support, and building inventory/space management support. Experience may be substituted for the educational requirement on a year for year basis.

Knowledge and Abilities:

Knowledge of: English, grammar, spelling, and punctuation. School facilities planning and construction process, architectural design process, general contracting procedures, and general facilities accounting practices preferred. General office procedures, filing and filing systems; record keeping and records management; arithmetic; use of modern technical equipment such as computers, faxes, email, copiers, plotters, and printers.

Ability to: Operate standard office equipment and familiar with computer applications including word processing, spreadsheets, CAD, facilities database management and fiscal management systems. Ability to prioritize complex and multiple tasks effectively. Prepare clear and precise reports and written documents. Read, interpret, apply, and explain laws, rules, regulations, policies and materials. Understand and carry out oral and written instructions. Meet established schedules and deadlines. Establish and maintain effective relationships with those contacted during the course of the working day. Train other clerical staff or part-time student helpers.

Physical and Environmental Demands:

Physical:

Position requires sitting for extended periods of time, operation of a typewriter and/or keyboard, reaching overhead, above the shoulders and horizontally, bending at the waist; Position will often be required to lift, carry, pull or otherwise move objects between 10 and 20 pounds. Position also requires walking and standing for extended time periods. Exposure to hot, cold, wet, humid or windy conditions caused by weather may also occasionally be experienced.

Working Conditions:

Occasional outdoor work in various environments such as exposure to sun, wind and rain for the purposes of project and site visitations.

Possess a valid California driver's license.