

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER II – FACILITIES DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Director I – Facilities Development and Planning or designee, the Manager II – Facilities Development is responsible for overseeing school site acquisition, development, demographic and enrollment analyses. This includes managing site selection, infrastructure agreements, attendance boundary processes and utilizing Geographic Information System (GIS) software. The Manager II – Facilities Development works collaboratively with the Manager II – Facilities Planning and supports the Director in executing district-wide facilities development strategies. This position supervises assigned development and facilities personnel.

ESSENTIAL FUNCTIONS:

Manage site acquisition, development and preparation of school sites for construction.

Coordinate development and implementation of the District's Facility Master Plan (FMP) elements related to site acquisition and infrastructure.

Coordinate and analyze reports pertaining to school facilities needs analysis and developer fee justifications, Community Facilities District (CFD/Mello-Roos) direct levies, measures and bond programs.

Administer the selection, negotiation, and acquisition of new school sites, including oversight of property appraisals and leases.

Monitor residential and commercial development projects impacting school facility's needs.

Develop and maintain student enrollment projections using data on housing trends, birth rates, mobility patterns, and other demographic indicators.

Prepare and interpret demographic studies to support school boundary decisions, school siting, and planning for growth.

Monitor residential development and subdivision activity to evaluate impacts on student enrollment and school capacity.

Recommend new school attendance boundaries based on enrollment trends and facility capacity needs.

Manage the District's student location and tracking systems.

Support the Manager II – Facilities Planning with planning needs for new construction and modernization projects and provide planning data for local and state requirements and funding application needs.

Serve as the District's liaison to city, county, and state planning and permitting agencies on development issues.

Provide testimony and represent the District before local and state agencies as needed.

Manage inter-agency agreements for utility infrastructure, easements and roadway improvements related to school sites.

Ensure compliance with CEQA, Title 5, and other applicable regulations during development processes.

Supervise and evaluate assigned development and facilities staff; participate in recruitment and personnel management.

Attend meetings with developers, agency officials, and stakeholders on behalf of the District.

Prepare reports, maps, charts, and presentations to support planning decisions and communicate data to stakeholders.

Maintain accurate and up-to-date planning records, reports, and files.

Operate a computer and assigned software; drive to sites and meetings as required.

Perform related operational duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles and practices of land acquisition, development, and school construction planning.

Applicable local, state, and federal laws and regulations (California Environmental Quality Act (CEQA), Department of Toxic Substance Control (DTSC), California Department of Education (CDE), Division of the State Architect (DSA), Office of Public School Construction (OPSC), Title 5, etc.).

School Impact Fees/Developer Fees, CFD/Mello-Roos administration, and school funding program needs.

Geographic information systems (GIS) and demographic analysis tools.

Methods and procedures for school site selection and infrastructure development.

Contract negotiation and real estate acquisition processes.

Principles of supervision, training, and personnel evaluation.

Interagency coordination and stakeholder engagement practices.

ABILITY TO:

Manage complex development and funding initiatives for school facilities.

Analyze and interpret enrollment, housing, and land use data.

Interpret and apply local and state laws, codes, and regulations.

Collaborate with internal departments, external agencies, and developers.

Prepare and present data-informed reports and materials.
Represent the District effectively before agencies and stakeholders.
Supervise, train, and evaluate staff.
Manage multiple projects and priorities efficiently.
Operate standard office equipment and software.
Maintain accurate records and documentation.

EDUCATION AND EXPERIENCE:

Bachelor's degree in urban planning, civil engineering, public administration, or related field and two years of increasingly responsible experience in school facilities development, planning, or construction. An administrative credential is desirable. Related experience may substitute for educational requirements.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments
Driving to development sites, agency offices, and meetings

PHYSICAL REQUIREMENTS:

Effectively communicate to exchange and understand information.
Effectively read plans, contracts, and technical documents
Dexterity to operate office equipment and a computer

BOARD APPROVED: December 16, 2025