

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR I - FACILITIES DEVELOPMENT & PLANNING**

#### **BASIC FUNCTION:**

Under the direction of the Chief Facilities Officer, Facilities and Planning or designee, direct and oversee the management of the Facilities Development and Planning teams. Responsibilities include the management and coordination of pre-construction plans for new school sites, modernization projects, and additions to existing schools; organize, develop, and assist with the acquisition of local, state and federal funding for facilities. Train and supervise the performance of assigned personnel.

#### **ESSENTIAL FUNCTIONS:**

Direct and develop short and long-range master plans for school housing facilities.

Develop and update short- and long-range projections for student enrollments and residential, commercial, and industrial construction rates.

Plan and oversee the selection, purchase and development of District properties; conduct job visits and field surveys to monitor progress.

Coordinate and monitor architectural selection, planning, preparation of agreements, and design.

Direct the educational planning of school facilities.

Collect, analyze and prepare data for parcel tax, Mello-Roos Community Facilities District and General Obligation Bond elections.

Prepare, monitor and manage the tax report for the annual levy of the Mello-Roos tax; review tax report inquiries and coordinate the resolution of related disputes.

Prepare and coordinate the justification for the collection of developer fees.

Develop and update financial plans and funding sources in support of the short- and long-range facility master plans.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Prepare and coordinate the environmental impact review for District projects and prepare input and response on behalf of the District or other non-district projects pursuant to Environmental Protection Agency and California Environmental Quality Act as appropriate.

Coordinate, conduct, and monitor all appropriate and necessary RFQ/SOQ, hiring, and contract

negotiations for required consultants and professional services.

Direct the projection of student enrollments and residential housing trends for income, staffing and student housing; develop, test and analyze enrollment projection methods to incorporate information on housing statistics, birth rates, transit rates, work generation factors, ethnicity factors, regular and special census, and other pertinent factors.

Develop and maintain the District's comprehensive master plan and database for schools and district facilities (e.g. student enrollments, construction rates, student yield factors, address grid systems, building data, district maps, school boundaries, etc.).

Direct the preparation and analysis of demographic information to establish new school attendance area boundaries.

Organize, control and direct the review of facility funding proposals; assure required permits, appraisals, rentals and leases are acquired by the District; prepare grant applications and submit to appropriate funding sources; facilitate necessary variances, easements and encroachments; and establish essential relations with various regulatory and governmental agencies.

Coordinate local efforts in the planning and development of local funding plans including fees, taxes, bond and sale or lease of District properties.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Monitor residential subdivision activities affecting the District; recommend the selection of school sites.

Develop, implement and monitor the student location system.

Direct the preparation of conceptual design, design specifications and cost estimates for school construction, modifications and renovation projects.

Prepare and submit applications and plans for state funds, city funds, county funds, impact fees, developer fees, bond funds, and other local funding sources.

Testify on behalf of District before local and State planning, regulating and governmental agencies.

Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.

Provide technical expertise, information and assistance to the Chief of Facilities regarding the funding of District facilities and school sites assist in the formulation and development of policies, procedures and programs to ensure an economical, safe and efficient work environment; advise the Chief Facilities Officer of unusual trends or problems and recommend appropriate corrective

action. Prepare data, support materials and applications for state and federal school facilities funding.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information: serve as a liaison between the District and state and federal, regulatory and governmental agencies. As necessary, testify before regulatory and governmental agencies.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned; represent the District at meetings regarding school housing planning matters.

Perform related duties as assigned.

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

Planning organization and direction of facilities and planning functions.  
Projection methods for births, population, housing, and enrollment trends.  
Research techniques and procedures.  
Oral and written communication skills.  
Principles and practices of supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Coordinate and develop short and long-range master plans for school housing facilities.  
Develop, coordinate, implement and monitor school construction tax, bond and developer fee programs.  
Train and supervise the performance of assigned personnel.  
Present data graphically.  
Communicate effectively both orally and in writing.  
Prepare and interpret educational facilities planning document  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Work independently with little direction.  
Plan and organize work.

Prepare and maintain comprehensive narrative and statistical reports.  
Hear and speak to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
See to read a variety of materials.  
Walk during site visits.

**EDUCATION AND EXPERIENCE REQUIRED:**

Bachelor's degree in urban planning, engineering or related field and five years' increasingly responsible experience in planning and/or construction activities, or an Administrative Credential and five years increasing responsible experience in educational facilities planning. Additional responsible experience in a school district planning office may be substituted for educational or work experience requirements.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.  
Personal transportation for job-related travel.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
Driving a vehicle to conduct work

**HAZARDS:**

Working at heights.  
Contact with dissatisfied or abusive individuals.

**BOARD APPROVED:** September 9, 2025