

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: MANAGER II – FACILITIES PLANNING**

#### **BASIC FUNCTION:**

Under the direction of the Director I – Facilities Development and Planning or designee, the Manager II – Facilities Planning is responsible for developing and managing short- and long-range master plans for school housing facilities, state funding needs and supporting school construction and development efforts. This includes coordinating work with the design team, managing new construction and modernization funding needs and working with local and state agencies for approvals. The Manager II – Facilities Planning works collaboratively with the Manager II – Facilities Development and supports the Director in executing district-wide facilities planning initiatives. This position supervises assigned planning and facilities personnel.

#### **ESSENTIAL FUNCTIONS:**

Develop and maintain short and long-range master plans for school housing facilities. Oversee preparation and submission of new construction and modernization projects related to state and local funding applications (California Department of Education (CDE), Division of the State Architect (DSA, Department of Toxic Substance Control (DTSC), Office of Public School Construction (OPSC).

Manage and coordinate architectural selection and professional service agreements related to site development and construction.

Coordinate with Manager II – Facilities Development to provide planning data and support related to new and existing school facilities projects, including site layouts, preliminary designs and plans, scope of work and other related materials.

Manage and review Request for Qualifications (RFQs) and Requests for Proposals (RFPs) for environmental, planning, architectural consultant services as needed.

Ensure compliance with CEQA, Title 5, and other applicable federal, state, and local regulations during planning process.

Manage, prepare and update Educational Specifications (as it relates to planning and construction), Basis of Design documents, District Standards and related reference materials.

Manage and implement the District's Facilities Master Plan (FMP) related to school facilities planning needs.

Prepare and coordinate the environmental impact review for District projects and prepare input and response on behalf of the District as appropriate.

Assist with the preparation of data, support materials and project applications for the State School Building Program.

Work collaboratively with development, planning, and construction teams to support new construction and modernization project needs.

Assist in supporting the Manager II – Facilities Development with inter-agency agreements for utility infrastructure, easements and roadway improvements related to school sites and projects.

Supervise, train, and evaluate assigned planning personnel; participate in hiring and disciplinary processes as directed.

Coordinate planning-related input and documentation required for state agency reviews and approvals, including CDE site and plan approvals, DSA plan reviews, DTSC clearances, and OPSC funding applications.

Prepare and submit planning documentation to support eligibility and funding under the State School Facility Program (SFP).

Support construction projects by ensuring educational specifications and designs align with long-range facility plans and current enrollment data.

Assist in supporting the Manager II – Facilities Development with data and planning support related to Mello-Roos Community Facilities Districts, developer fee justification, and bond program efforts.

Maintain and update data on facilities square footage, as-built drawings, 1As, and CAD files.

Serve as a liaison with local, state, and regional agencies on planning-related matters.

Attend meetings with architects, 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 computers and assigned software

Drive to school sites and meetings as needed.

Perform related operational duties as assigned.

## **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Principles and practices of urban and educational facility planning.

Demographic and statistical analysis related to school planning.

State and local regulations related to school site approval and construction (CDE, DSA, OPSC, DTSC, CEQA, etc.).

School facility master planning and space utilization strategies.

Geographic information systems (GIS) and demographic analysis tools.

Public school construction funding processes and timelines.

Principles of supervision, personnel management, and staff development.  
Research and reporting methods for educational facilities planning.  
Effective communication and presentation strategies.  
Interagency coordination and planning processes.

**ABILITY TO:**

Lead planning for current and future school facility needs.  
Analyze and interpret enrollment, housing, and land use data.  
Manage planning components of state agency review and approval processes.  
Support school construction and modernization projects with accurate planning data.  
Collaborate effectively with internal departments and external agencies.  
Supervise and develop planning staff.  
Prepare professional, data-driven reports and presentations.  
Meet project timelines and maintain organized documentation.  
Communicate effectively in public and internal settings.  
Operate computers and relevant software applications.

**EDUCATION AND EXPERIENCE REQUIRED:**

Bachelor's degree in urban planning, civil engineering, geography, public administration, or a related field and two years of increasingly responsible experience in educational facilities planning, demographics, or construction-related activities. Related experience may substitute for education requirements. Experience with state facility programs and agency approvals is highly desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

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

**PHYSICAL REQUIREMENTS:**

Effectively Communicate to exchange information and make presentations.  
Effectively read plans, maps, and reports.  
Dexterity to operate a computer and standard office equipment.

**BOARD APPROVED: September 1, 2026**