

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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TITLE:	Senior Planning and Development Manager	REPORTS TO:	Director I, Facilities
DEPARTMENT:	Facilities Division	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	225 Duty Days
BOARD APPROVAL:	September 6, 2005	SALARY:	Tier IV, Range H2 Management Salary Schedule

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**SUMMARY DEFINITION:**

Serve under the general direction of the Director I, Facilities. Assist in developing, revising and implementing the District's Facilities Master Plan. Organize and manage the planning, design, state clearance and funding of new school and District facilities and the rehabilitation, reconstruction and addition to existing facilities. Supervise assigned staff responsible for management of the Facilities Master Plan, planning, and demographics. Coordinate and manage the work of consultants and employees as appropriate.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Manage the planning and development of all District facilities. **E**

Assist with the development, review and revision to the site Facilities Master Plan. **E**

Plan new construction and modernization projects in accordance with District guidelines. **E**

Assist in the coordination of facilities development with the Maintenance and Operations and Technology Department programs. **E**

Articulate effectively the professional needs of staff, instructional needs of students and the work of facilities staff providing services. **E**

Translate community growth projections into appropriate staffing and facilities to accommodate present and future educational needs; perform planning duties including enrollment projections, boundary changes, growth plan monitoring and development and other related issues. **E**

Work effectively with the Board of Education, community members, District staff, consultants, city and county officials, Office of Public School Construction, State Allocation Board, Division of State Architect and other representatives of public or private agencies. **E**

Make development decisions in assigned areas, and clearly articulate these decisions orally and in writing to staff, inside, and outside clients. **E**

Communicate effectively with the public through various media both orally and in writing. **E**

Maintain appropriate records of the District's facilities development program. **E**

Assist with negotiation of land acquisition and disposal of surplus property. **E**

Work with appropriate State and other agencies to secure funding for facilities. **E**

Serve as the District's CEQA officer. **E**

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Act as liaison to other public or private agencies in the formulation of shared use covenants, developer mitigation agreements and community plan development. **E**

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff. **E**

Assist with the development and preparation of various budgets for the facilities management and planning function; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; utilize computer spreadsheet software programs. **E**

Attend various meetings within the District and community. **E**

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to: Bachelor's Degree in architecture or related field and six years of responsible supervisory experience in area of responsibility.

**LICENSES REQUIRED:** Valid California driver's license.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Long-range planning methods.

Principles and practices of effective supervision and personnel management.

School construction finance and alternative funding mechanisms.

Public law related to land acquisition and sale.

School district organizational patterns and operating procedures.

Planning and design practices in school districts and other public agencies.

Relevant State and Federal regulations and procedures; applicable laws, codes, regulations and policies.

Organization and management of facilities planning activities.

Terms, practices and procedures used in planning and design of school buildings and facilities.

School facility funding sources and application submission procedures and requirements.

City/county redevelopment and zoning policies, procedures and regulations.

Budget preparation and control.

Oral and written communication skills.

##### **ABILITY TO:**

Meet District standards of professional attitude as outlined in Board Policy E-4319.21, Code of Ethics for Management and Confidential Employees.

Analyze problems and develop effective action plans.

Establish and maintain effective working relationships with District staff and others contacted in the course of work.

Review/analyze complex issues, make decisions, develop implementation strategies, and bring plans to completion.

Prepare and present clear and concise comprehensive narrative and statistical reports.

Communicate with the public through various media both orally and in writing.

Plan, organize and implement the management of new and existing buildings and facilities.

Perform professional, administrative, advocacy and liaison duties involved in the facility planning process.

Lead and coordinate District efforts toward securing funding for projects.

Interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

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Plan and organize work.  
Supervise and evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment; driving a vehicle to conduct work; constant interruptions.


**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies, lifting heavy objects; climbing during inspections; walking over rough or uneven surfaces at construction sites and during inspections.


**HAZARDS:**

Exposure to chemicals, fumes or gases; working around machinery having moving parts at construction sites and during inspections; contact with dissatisfied or abusive individuals.

**ADMINISTRATIVE REVIEW:**

  
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Roberta J. Silverstein  
Assistant Superintendent, Human Resources

9/19/05  
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Date

  
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Robert Kessler  
Superintendent

9/16/05  
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Date