

DIRECTOR OF FACILITIES PLANNING

DISTINGUISHING FEATURES OF THE CLASS: The Director of Facilities Planning performs and manages long-term facilities planning, capital improvements and construction. The incumbent is assigned specific project management responsibilities related to the Albany School District's process of building, rebuilding and/or acquiring the educational facilities. The incumbent's responsibilities include but are not limited to; long-range facility planning, coordination and oversight of construction projects and managing real estate and lease transactions. This position works in conjunction with consultants to ensure that the District's project records and accounting are accurate, up-to-date and easily accessible. The incumbent reports to the Superintendent of the School District or their designee.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Represents the School District in all relevant and necessary facilities planning meetings;
- Reports on facilities planning progress on all issues critical to the smooth execution of the Facilities Plan to the Board of Education, Superintendent and Assistant Superintendent of Business Affairs;
- Maintains a project cost accounting system in electronic and digital formats, which fits appropriately with those of the School District, the consultants and all appointed contractors;
- Manages the progress of the schedule to ensure compliance and manage all aspects of change orders;
- Maintains an up-to-date archive of all design and construction documentation and floor plan records;
- Updates and organizes all existing, historic design/construction documentation to be included in the archives;
- Maintains a readily accessible, up-to-the-minute facilities planning correspondence file (hard copy and electronic);
- Manages real estate and lease transactions;
- Ensures appropriate graphic and textual material is posted to the District's web site at each critical stage of the Facilities Plan;
- Ensures the Superintendent and staff are kept regularly informed of the day-to-day progress and of decisions made, other than those requiring the Superintendent's, or their designee's, direct involvement;
- Prepares monthly project status reports;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of personal computers, software and digital systems for the preparation, communication and storage of design and construction drawings;
- Thorough knowledge of architecture, engineering or construction practices;
- Good knowledge of business administration, project accounting and record keeping;
- Ability to work constructively with maintenance staff, school principals and other users of the School District's facilities;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Architecture, Engineering, Engineering Technology or related degree and five (5) years of paid, full-time, progressively responsible experience in an architectural, engineering or construction field; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Management or a related field and five (5) years of paid, full-time experience in a supervisory capacity in an educational system/institution.

SPECIAL NOTE:

- Membership in the appropriate professional organization (AIA, etc.) is required.
- A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

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