

SAN JOSE UNIFIED SCHOOL DISTRICT
San Jose, California

Title: Administrator of School Planning and Construction

Reports to: Manager of Maintenance and School Construction

Job Goal: Under general direction of the Manager of Maintenance and School Construction regarding the local bond and state construction projects; oversee payment of proceeds and funds on projects and organize and maintain master construction file and assist and/or develop state building applications and monitor all aspects of the state building program and local bond including the tracking, maintaining and reporting system of budgets. Act as liaison between San Jose Unified and local, state and federal agencies.

Performance Responsibilities:

1. Oversee the accuracy of payment of local bond proceeds and state construction funds on various school construction projects.
2. Organize and maintain master construction file.
3. Assist in the preparation of state building applications and monitor all aspects of the state building program.
4. Act as a liaison between San Jose Unified and local, state and federal agencies.
5. Participate in the preparation and the tracking of building program budgets.
6. Assist in the developing of cash flow strategies.
7. Assist in the development of MBE/WBE/DVE and community outreach programs.
8. Review contracts and approve payments of all consultants, architects, and construction managers.
9. Develop a system for cost/status reporting.
10. Develop and maintain a reporting system for the district bond oversight committee.
11. Assist in developing District 5 year Deferred Maintenance program.

Qualifications:

1. Familiar with school construction cash flow analysis.
2. Experience with developing and maintaining construction project spreadsheets.
3. Possess the skills necessary to track and coordinate construction project budgets.

Qualifications: (cont'd.)

4. Be able to produce reports for construction fund projects on a monthly and yearly basis.
5. Knowledge and experience working with school (K-12) building programs.
6. Familiar with the policies of state building programs and all state agencies, i.e., State Allocations Board, Office of Public School Construction, State Department of Education, Division, Division of the State Architects Office.
7. Experience in expediting state building program processes.
8. Knowledge of school construction documents.
9. Familiar with public contracts codes, prevailing wage requirements, and bidding laws.
10. Knowledge of the change order process for construction projects.
11. Experience in developing cash flow reports and forecasts.

Terms of Employment:

Salary Placement: Appropriate Placement on Admin. Job Scale,
Work Year: 226 days

Evaluation: Performance evaluation will be in accordance with the provisions of the Administrator Evaluation Process.

RS:lr

Rev. 1/99