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<b>Position:</b>	Administrator, Facility Services	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Facility Services	<b>Salary Grade:</b>	Contracted
<b>Reports to/Evaluated by:</b>	Assistant Superintendent, Facility Services	<b>Salary Schedule:</b>	Admin. Management

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**SUMMARY**

Under administrative direction, the purpose of the position is to coordinate and supervise all aspects of construction design services for the School District, including coordination of the plant operations design review process. Incumbent assists with highly complex, managerial and strategic work and is responsible for administering and coordinating the development education specifications and implementation of facility design services in compliance with all Federal and State building codes, rules and regulations. Employees in this classification function to enable all students to utilize their educational opportunities to the fullest by ensuring a full continuum of appropriate educational programs and services are available.

**DISTINGUISHING CAREER FEATURES**

This is a management level position, which supervises and oversees all architectural, engineering, and design services for the School District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Directs the initial design process for all construction projects
- Conducts initial meetings and scoping with architect and school site staff
- Conducts regular meetings with architects and construction managers to ensure project is progressing towards CUSD educational specification/building standards, design timeline, and within allocated budget
- Coordinates design within Department of State Architecture (DSA) requirements
- Defines final scope within fiscal allocation working with Senior Accountant, Facility Services
- Conducts update of Educational Specifications and Building Standards through district wide committee
  - Elementary every five years
  - Secondary for every new high school, intermediate school, or secondary complex that is designed.
  - Create and maintain online update process assessable through CUSD web site

- Coordinate and evaluate Plant Operations process for reviewing architectural plans and specifications
- Assists in boundary planning by producing reports, projection studies and other information as needed
- Coordinate annual portable movement and allocation
- Coordinate annual summer school facility use assignments
- Facilitate Sustainability Committee and District energy use initiatives
- Coordinates initial evaluation of all small school funded construction projects
- Oversees the completion of small projects in coordination with maintenance staff and/or contractor
- Coordinates all RFQ and RFP process conducted by Facility Services for design, construction and maintenance services

## **QUALIFICATIONS**

**Knowledge and Skills:** Thorough knowledge of administrative principles, practices and procedures of all phases of school site operation; considerable knowledge of recent developments, current literature and informational resources in the field. Thorough knowledge of State and Federal laws and regulations governing the design of all school facilities. Requires good record keeping and report writing skills.

**Abilities:** Ability to exercise sound judgment and discretion in decision making throughout all phases of responsibilities. Must be able to perform all of the duties of the position efficiently and effectively. Requires the ability to develop facility design elements that meet the standards set by the Clovis Unified School District, State and Federal regulations. Must be able to analyze situations and develop and implement appropriate responses. Requires the ability to organize, plan, and prioritize duties in order to meet schedules and deadlines. Requires the ability to communicate formally and informally with a wide range of contacts both within and outside of the District.

**Physical Abilities:** Position involves the ability to listen, comprehend, plan and act. The position requires the ability to travel between the Clovis Unified School District school sites, state and county agencies, and to attend out-of-town conferences.

**Education and Experience:** Requires a Bachelor's degree or equivalent from an accredited college or university.

**Desirable Qualifications:** Master's Degree in related field; supplemented by five (5) years classroom experience, and three (3) years of administrative experience at the principal or higher level.

**Licenses and Certificates:** A valid driver's license.