

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Bond Program Director

CLASSIFICATION: LMA

REPORTS TO: Assistant Superintendent or Deputy Superintendent

BASIC FUNCTION:

The Bond Program Director reports to the Assistant Superintendent or Deputy Superintendent. Under general direction, the Bond Program Director is responsible for managing the work of contractors to modernize, renovate, expand and construct District facilities. The Bond Program Director shall work with district staff, its consultants, a program management firm and construction management firms to manage the planning and execution of the District's facilities master plan and to perform other job related duties as required.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Work with district staff to develop, analyze, and direct school construction and modernization or deferred maintenance.
- Direct work pertaining to the planning, implementation, and monitoring of new or modernization construction projects, and coordinating project activities with other district staff, administrators, community representatives, and other involved participants.
- Manage and coordinate board-approved projects and land acquisition activities and analyze the impact on major maintenance programs, equipment needs, project design, contract solicitation, and project inspection.
- Coordinate activities with district offices, including Maintenance, Operations & Facilities; Administrative Services; Business Services; Information Technology; Purchasing; Warehouse and other related organizational units.
- Determine which projects require review or approval from the Board of Education, Division of the State Architect, Office of Public School Construction, State Allocation Board, California Department of Education, or others; prepare and/or coordinate applications for projects; and submit project information for review and approval.
- Prepare project descriptions, definitions, and specifications for contract architects or other contractors and District architectural, engineering, or maintenance personnel.

- Gather and analyze data to prepare and update project budgets and maintain responsibility for fiscal controls and cost management.
- Analyze and evaluate requests for specialized modernization or deferred maintenance projects.
- Establish project schedules; establish project priorities and monitor progress.
- Oversee contracts and maintain financial records.
- Review and authorize progress payments.
- Assist in management of emergency situations.
- Develop a master project plan that includes health and safety concerns, the effects of the interruption on the educational process, and cost effectiveness.
- Prepare, review, and evaluate project schedules, scope, and budgets, and determine the actions necessary to resolve problems.
- Supervise and participate in the use of data systems, data entry, and development of management reports related to district and state-approved projects, utilizing computerized reporting systems.
- Make presentations to governmental agencies and other agencies to clarify and justify project fund requirements.
- Provide written and oral reports to higher-level administrators regarding project status relating to scope, schedule, and budgets.
- Assist in hiring and evaluating personnel, and in supervising personnel as required.
- Assist in selecting, engaging and evaluating consultants, and in administering consultant contracts.
- Assure compliance with applicable codes, regulations and laws.
- Monitor the departmental budget.
- Recommend and implement upon approval new programs or projects.

SKILLS, KNOWLEDGE, AND ABILITIES:

Knowledge of:

- Principles of organization, management, and supervision.
- District standards and legal provisions governing school building construction, maintenance, budgeting, and finance.
- Principles of budgetary planning and control.
- State building codes and safety regulations.

- Computer software to develop spreadsheets, databases, project schedules, and budget reports.
- Principles of facilities planning as related to traffic flow, economy of maintenance, growth, and adaptability to multi-functional usage.
- General characteristics and relative costs of methods of maintenance and/or construction, architectural features, and building and room designs suitable for school uses.

Ability to:

- Plan, schedule, organize, monitor and administer facility construction functions.
- Analyze and interpret technical materials, such as architectural plans, building standards, project schedules, and budget data accurately and effectively in written and oral communication.
- Plan, coordinate, and provide leadership in complex activities involving many participants.
- Collect, classify, analyze, interpret, and explain statistical and budgetary data.
- Prepare clear, concise reports and other documents and make project-related recommendations.
- Conduct meetings and make effective oral presentations.

MINIMUM QUALIFICATIONS:

EXPERIENCE:

Any combined total of four years of the following experience:

- Construction management or construction project management experience as a construction foreman, design supervisor or supervising the planning of multiple crafts. Experience with educational facilities is preferred.
- Four years of increasingly responsible experience, including supervision of personnel, in a relevant field such as Facilities Design and Engineering, Architecture or Construction Project Management.

EDUCATION: Graduation from a recognized college or university with a bachelor's degree, preferably in architecture, engineering, or a related field or multiple years of relevant experience in similar position.

EQUIVALENCY: A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

REQUIRED TESTING: Pre-employment Proficiency Test may be required.

CLEARANCES: Meet employment requirements as applicable with state, federal, local laws and Board Policy. Possession of a valid California driver's license with no restrictions.

TERMS OF EMPLOYMENT:

- 12 month position – 260 day work year
- Benefits: Medical, Dental, and Vision Benefits are provided by the District in accordance with current contract language between Livermore Management and Livermore Valley Joint Unified School District

SALARY RANGE: Leadership Team Salary Schedule

FLSA STATUS: Exempt

Work Environment: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Completion by Human Resources:

Board Approval Date: Pending Board Approval on September 3, 2024
<input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs
<input checked="" type="checkbox"/> Revised Job Description
<input type="checkbox"/> Revised Salary Placement:
Change Effective date: September 3, 2024