

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Director, Planning and Property Management	CLASSIFICATION:	Non-Represented Management/Classified
SERIES:	Director II	FLSA:	Exempt
JOB CLASS CODE:	9901	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Support Services	SALARY:	Range 17 Salary Schedule A
REPORTS TO:	Assistant Superintendent, Facilities Support Services	CABINET APPROVAL:	1-27-20, 9-25-23, 8-19-24
		HR APPROVAL:	8-19-24
		BOARD APPROVAL:	9-5-24

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Facilities Support Services, responsible for planning, developing, organizing, controlling, maintaining, and directing functions related to facilities planning, resource management and sustainability efforts, and related services of the District; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)

Organize, control, and direct the planning of District facilities and school sites; review facility proposals and coordinate facility use; assure required permits, appraisals, rentals and leases are acquired by the District; prepare grant applications and submit to appropriate funding resources; and facilitate necessary variances, easements and encroachments. **E**

Organize, control, and direct the leases for district property including proper accounting and renewal tracking, negotiations, and document records. **E**

Direct the development of student enrollment projections each year by required timelines, collaborate in sharing data with appropriate departments, establish meetings to ensure data is used for all district needs. **E**

Organize, control and direct the district archive system for all facility related documents including deeds, easements, building permits and building plans. **E**

Develop marketing strategies for leasing and disposal of District surplus properties; assist in the coordination,

- Plan, and organize, a facilities project for a large school district. Prioritize and schedule work.
- Estimate materials and labor costs. Work independently with little direction. Maintain detailed records.
- Establish and maintain effective working relationships with others.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt a(s)-2.4 (.TEM(nd)TB