

# ASSISTANT PROGRAM MANAGER/ PROJECT MANAGER

## Primary Function

Under direction, performs work of considerable difficulty assisting in the local oversight, management and administration of the District's Measure C Facility Improvement Program; assists in maintaining overall responsibility for the technical and business management of designated major building projects from the preliminary planning phases through project close-out; performs other administrative and construction-related duties as assigned by the Measure C Program Manager.

Directly Responsible To: Measure C Program Manager

## Major Responsibilities

1. Assist in the oversight of the greater Facilities Improvement Plan and provide leadership and assistance to the management team responsible for the design and construction of all modernization and capital improvement projects identified in the District's bond construction programs.
2. Communicate with, and serve as liaison between the District's Program Team and any retained Construction/Program consultants.
3. Oversee and participate in the development and review of engineering and architectural construction projects and recommendation to ensure compliance with legal requirements, construction project drawings and specifications.
4. Oversee the special investigation of new technologies, equipment and construction methods which may enhance the on-going work of the Measure C Program.
5. Provide associated technical assistance to assigned staff contractors; work closely with architects and consultants to ensure that District program needs are met.
6. Assist in the planning, organizing, counseling, coordinating, reviewing and approving design, construction and related work performed by others.
7. Assist in the allocation, assignment, administration and allocation of District and contract personnel.
8. Assist in the solicitation, selection and evaluation of professional services, including inspection, specialty consultants and supplemental services.
9. Participation/facilitation in programming and problem solving exercises with District personnel in defining program/project goals and packages, master plans for accomplishing such goals.
10. Assist in the coordination of architectural and support cost estimating to advise master plan and subordinate plan goals.
11. Prepare schedules for project completion, implementing a system for review, control and reporting on project status.
12. Participation in recommendations for project methodology and strategies.
13. Assist in the oversight of the review of bids, construction regulations and technical and business discussion with contractors.
14. Assist in the preparation of budgets, correspondence and reports.

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15. Assist in the analyses and reports of engineering and construction problems.
16. Prepare and present oral and written reports as instructed by the Program Manager.
17. Initiate and oversee investigations and makes recommendations in connection with planning, design, construction, change orders, design modification and contract administration.
18. Meet and confer with appropriate officials in the State, County and City governments and make professional recommendations to ensure compliance with laws and regulations governing, enforcing, planning and construction of school facilities.
19. Assist in the oversight and compliance monitoring of contractors.
20. Assist in the oversight of all financial information related to district construction projects.
21. Perform those duties and responsibilities including supervisory and advisory as may be prescribed the Superintendent.

### Qualifications

#### Knowledge and Skills

1. Knowledge of the methodologies and materials employed in contemporary construction and building maintenance.
2. Knowledge of Local, State and Federal regulations, codes and ordinances related to the maintenance and construction of school facilities.
3. Knowledge of the methods of contemporary leadership and organizational development methodology.
4. Knowledge of basic accounting principles and practices, including the preparation and maintenance of reports.
5. Knowledge of Public School design/modernization funding processes.
5. Skill in all phases of financial record keeping.
6. Skill in preparing financial reports according to established guideline.
7. Skill in the preparation of reports and budgets.
8. Skill in communicating with diverse groups in a manner that positively represents the district.
9. Skill in planning and organizing construction projects.
10. Skill in establishing and maintaining effective working relationships with others.
11. Skill in operating a computer and using spreadsheet and word processing programs.
12. Skill in employing data collection, analytical methods and procedures.
13. Ability to exercise good judgment and tact.
14. Ability to cope with crisis and emergency situations.
15. Ability to initiate and coordinate programs and projects.
16. Knowledge of school district operations and procedures.
17. Ability to train and supervise selected staff.
18. Ability to drive from site to site in an efficient and timely manner.

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### **Education, Training, and Experience**

1. Any combination of education and experience equivalent to: B.A. or B.S. in business, architecture, engineering, or construction management preferably with emphasis in school or public projects. Three to five years of experience in building construction work with management or supervisory experience may be considered in determining college equivalency. One year experience as a Project Manager or equivalent capacity.
2. Possession of a valid California Drivers License.

### **Sample Physical Abilities**

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 50 pounds; .

Compensation Level: Range 25 of the Management Salary Schedule.

6/17/10