

**ALISAL UNION SCHOOL DISTRICT
PERSONNEL DIVISION
JOB DESCRIPTION**

DIRECTOR II OF CONSTRUCTION PROGRAM MANAGEMENT

PRIMARY FUNCTION: Under the direction of the Associate Superintendent, the Project Manager is responsible for managing the implementation of the facilities master plan and prioritized bond program. The project manager successfully tracks progress of all bond-funded construction projects, from conceptualization to completion.

DIRECTLY RESPONSIBLE TO: Associate Superintendent or his/her designee

MAJOR DUTIES AND RESPONSIBILITIES:

Develop Construction Project Cash flow.

Develop, update and monitor project timelines.

Prioritize, develop, and maintain detailed project plan to support the implementation of the Projects approved by voters in bond measures.

Oversee implementation of voter-approved bond-funded plan, including all phases of the construction, modernization and retrofitting process.

Oversee all budgeting to ensure projects remain within budget limits; implement cost control systems; track all project costs.

Develop actionable monthly budget reports.

Oversee all scheduling and other managerial aspects of project.

Assumes responsibility for the master scheduling for construction.

Track, monitor and oversee construction tasks completed by supervisors, contractors, and various trade workers.

Report on the progress of the project to the associate superintendent of business.

Prepare regular written and public reports to communicate progress to stakeholders and the board.

Coordinate project phases, review financial statements and assure on-time delivery of projects.

Complete projects as assigned.

Maintains time records documenting work on bond-funded project.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Recent trends and best practices with public school construction.

Knowledge of construction principles, techniques, and procedures.

Effective project management principles.

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MINIMUM QUALIFICATIONS:

Experience:

Minimum five (5) years in public school and/or construction project management. Possession of a Program/Project Management Certification One.

Education:

Possession of a bachelor's degree in business administration, construction management or related field.

Ability to:

Manage multiple high priority projects at the same time.

Demonstrate past success managing programs to results and/or project management.

Demonstrate past success with setting and meeting rigorous goals.

Demonstrate excellent critical thinking, problem solving, and continuous improvement.

Work well with a variety of stakeholders.

Manage people effectively to outcomes.

Learn quickly and operate in a fast-paced and continuously improving setting.

Operate standard office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Physical strength to perform the tasks that may be required of a Director of Special Education and Health Services. These physical requirements include:

1. Must be able to remain in a stationary position 87.5% of time.
2. Constantly operate a computer keyboard, calculator and other office
3. machines
4. Ability to communicate and accurately exchange/provide information
5. Bending at the waist, kneeling or crouching to file materials.

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS MANAGEMENT.

The work year for this position is 221 days.

Adopted: 06/28/2017