

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

DIRECTOR IV – FACILITIES PLANNING AND DESIGN

Reference Code: A386

Division: Facilities

Classification: Professional-Technical

Terms of Employment: Range 45 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position serves to provide leadership for the overall Clark County School District Facilities Planning and Design Department. Responsibilities of this position include master planning for District growth in terms of new schools for additional students; long-range planning to ensure support facilities are in place to support future District operations; creation of an integrated master plan for new schools, major modernization and renovations, school replacements, phased replacements, and support facilities; developing standards and design criteria for all new school construction and modernization. This position provides the key professional and technical peer interface with the professional design community at large and is directly responsible to the Associate Superintendent, Facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Direct planning for new schools and phased replacements.
2. Direct planning for rehabilitation/modernization of existing schools.
3. Direct planning for support facilities.
4. Direct planning for rehabilitation/modernization and tenant improvements of support facilities.
5. Develop educational specifications and standards for school construction.
6. Develop and maintain an integrated Facilities Master Plan for new schools, additions, and rehabilitation/modernizations, in a cost budgeted and time sequenced format.
7. Prepare materials for bond fund referendums to voters.
8. Identify and implement technologies to reduce energy consumption and promote renewable energy sources.
9. Maintain reference standards of best practices in facility design to enhance educational achievement.
10. Maintain a capital fund project information center for computer and telephonic access.
11. Provide architectural, engineering, and drafting services for in-house project development, portable relocations, and facility assessments.
12. Make presentations to state, city, county governing councils, and Board of School Trustees.
13. Attend and make presentations to District bond and state oversight committees.
14. Attend and participate in professional conferences, seminars, and meetings.
15. Accommodate communications media with interviews and information.
16. Conduct architect and engineer selection panels for master listing.
17. Recommend architects and engineers for specific projects.
18. Facilitate meetings between regions and schools on facilities issues.
19. Conduct post construction meetings with Instruction Unit and school staffs to evaluate school designs.
20. Attend division meetings.
21. Maintain and/or prepare design manual, schematics, engineer reports, facility assessments, programming documentation, and many other technical records pertaining to construction planning, programming design, and engineering.
22. Maintain and/or prepare all financial documents/instruments committing bond funds for facility design and consultation.
23. Provide facility planning expertise including knowledge of architecture and thorough understanding of engineering disciplines, maintenance, and operations.
24. Provide expert knowledge of facility master planning to include facility assessment, cost analysis, prioritization, budgeting, and scheduling.
25. Provide thorough knowledge of drafting requirements and maintaining critical facility plans.
26. Provide leadership in planning and programming, act as facilitator, speaker, writer, and presenter.

27. Work harmoniously and cooperatively with peers, subordinates, superiors, community advocates, and governmental agencies.
28. Manage an office of highly trained technical employees engaged in major construction program development.
29. Supervise and evaluate the performance of assigned staff.
30. Perform other duties related to the position, as assigned.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university in architecture or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of five (5) years successful experience in construction management supervisory experience that includes PC based project management and scheduling technology.
3. Registered architect in the state of Nevada or gain reciprocity within one year or five (5) years experience in the supervision of architects in major program development.
4. Minimum of five (5) years successful experience in major construction program development, project management, facilities analyses and surveys, and construction management.
5. Performance in the supervision of an architectural division engaged in major program development.

Preferred Qualifications:

1. An earned master's degree from an accredited college or university in building technology with emphasis in construction management, engineering, or architecture.
2. Experience with educational specifications and standards, major construction program development, budgeting procedures, project prioritization, cost control, and analysis and scheduling of facilities renovation activities.
3. Knowledge of K-12 educational programs and design.
4. Experience in working with parents, school and administrative personnel, representatives of community advocates, and governmental agencies.
5. Knowledge of construction management computer programs.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.