

**TITLE:     *DIRECTOR OF PROGRAM MANAGEMENT***

**QUALIFICATIONS:**

1. Bachelor's degree in architecture, engineering, construction management, or related field required (~~advanced~~ **master** degree preferred).
2. Holds a current, valid license as an architect, engineer, or general contractor in the United States **preferred**.
3. ~~Ten (10)~~ **Fifteen (15)** or more years of successful management experience in the combined areas of facility planning, facility design, and construction management for large-scale institutional/commercial (non-residential) projects.
4. Firsthand knowledge of federal, state and local codes and regulations governing the planning and design of public facilities as well as working knowledge of contract law.
5. Demonstrated ability to develop, read and interpret construction documents.
6. Proven ability to motivate, direct and supervise professional, technical and clerical staff.
7. Demonstrated ability to communicate effectively, both verbally and in writing.
8. Demonstrated experience in project scope control, project budget control, project schedule control and development and maintenance of effective computerized project management information systems.
9. Demonstrated ability to successfully interact with all members of the construction industry, legal profession, and private and public sector individuals and/or organizations.
10. **Demonstrated commitment to customer service.**

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Provides general coordination, direction and oversight of all phases of assigned projects from inception through completion, acceptance and warranty termination.
2. Directs departmental activities including the development of policies and procedures in compliance with School Board policies, Florida Statutes, Florida Department of Education Rules and sound business practices.
3. Oversees the **development and** translation of all educational facility specifications into implemented projects, evaluates construction delivery systems for appropriate use; administers the design and construction of all new schools and new support facilities including additions and renovations.
4. Produces and reviews design and construction for both minor and major capital programs in accordance with plans, specifications, and authorized changes.
5. Coordinates outside architects, engineers, governmental agencies, vendors, utilities and contractors to obtain required services for projects including permitting.
6. Develops departmental budget plans and staff training requirements, assists in the development of project budgets, acquires funding for projects/programs, and ensures compliance with the budget, schedule, design intent, and applicable program codes, standards and regulations.
7. Prepares addenda, responds to inquiries and reviews bid documents related to design and/or construction projects.

8. Works collaboratively with school center staff to provide a safe environment conducive to the educational process.
9. Ensures timely delivery of the projects including but not limited to change proposals, change orders, record plans, project keys, **furnishings and equipment**, and other materials to appropriate agencies, departments or groups.
10. Implements capital programs, policies and procedures in accordance with School board Priorities.
11. ~~Prepares and updates a manual of directives to architects, engineers, and other construction industry professionals for standardized materials and equipment, design criteria, State regulations and other requirements for school design and construction.~~ **Manages and participates in the preparation of project definitions including, but not limited to, the scope, budget, schedule and phasing strategies.**
12. Coordinates projects and project related issues with other division senior staff colleagues to insure all facility problem elements are resolved equitably, cost-effectively and timely.
13. Builds effective work relationships with other District support personnel to accomplish the department's mission.
14. Develops a formal evaluation process for all contracted services as well as individual service providers.
15. **Works with the school centers, school advisory councils, community representatives, municipalities and oversight committees to ensure accountability and responsiveness to the concerns by various stakeholders.**
16. **Participates in the development of the District's 5-Year Capital Plan.**

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 03/98  
 Revised: 07/00, **05/03/06**  
 Salary Level: 9  
 Bargaining Unit: S  
 Responsible to: Chief of Facilities Management

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.