



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Facilities Planning Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Maintenance Department	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 59

BASIC FUNCTION:

Under the direction of the Executive Director of Facilities, Maintenance and Operations, provide a comprehensive range of analytical and administrative support to the Executive Director; coordinate and perform support for construction-related activities and projects related to District facilities, maintenance, operations and the Bond Program; manage Facilities Office functions; assist with special projects including planning, budgeting, purchasing, bidding and other facilities-related activities.

ESSENTIAL DUTIES:

- Advise the district on redevelopment activities and financial alternatives for funding school facilities; assist in administering joint-use agreements.
- Assist with the annual update of the master needs plan for the District.
- Assist with the development and maintenance of demographic data for the District.
- Assist with the planning of and installation of portable classrooms.
- Communicate with State, County and local agencies relating to school facilities construction and reconstruction projects.
- Coordinate and perform construction-related activities and projects related to District facilities, maintenance, operations and the Bond Program; assist the Executive Director in the processing of projects through local, State and other jurisdictional agencies
- Coordinate construction activities with sites and maintenance staff for in-house and contract projects; act as liaison between administration, staff, contractors, consultants and other individuals; provide information regarding District construction projects; and interact with contractors and outside agencies to ensure compliance with District standards
- Coordinate furniture replacement for the District; oversee the purchase of new furniture; meet with architects/vendors for design and placement of furniture; confirm proper installation and determine need for changes as needed; develop standards related to furniture
- Ensure District compliance with federal, State and local laws, codes, ordinances and regulations related to facility planning.
- Ensure the timely preparation and maintenance of records, reports, statistical data and files.
- Ensure timely closeout of school projects; work with architects, contractors, construction managers, inspectors, regulating authorities, and District buildings and grounds staff to resolve punch list items and other final activities.
- Make recommendations concerning architectural services contracts and act as District liaison with architectural firms contracted by the District.

ESSENTIAL DUTIES: (continued)

- Manage Facilities Office functions; purchase office materials; oversee assigned budgets; create budget transfers for approval to cover purchase of furniture and equipment items; complete and submit applications for funding; monitor expenses on assigned projects to complete expenditure forms
- Operate a motor vehicle in the performance of assigned duties
- Operate a variety of standard office equipment including a computer and assigned software
- Prepare agendas and take detailed notes and minutes at various District meetings as assigned; organize and review facilities-related documents for the Board; submit Board documents to Superintendent's Office according to established time lines
- Prepare and monitor planning budgets and review expenditures.
- Prepare and maintain records, reports, plans and contracts related to assigned activities; maintain database of facilities plans; maintain property records of District-owned facilities; complete administrative paperwork required for special projects; manage architectural plans and archives; maintain files and records related to capital bond expenditures
- Provide assistance with student enrollment projections; assist with school/District boundary changes.
- Provide lead direction and guidance to district staff.
- Serve as a technical resource for the office; communicate with various outside organizations; receive, respond to and resolve issues, concerns and questions or refer to appropriate administrator/department as needed; meet with managers and project managers to facilitate and coordinate administrative support activities; manage public information requests related to construction projects
- Visit work sites and review work in progress.
- Work with other staff, parents, community members, and Board of Trustees in the design layout of plant expansion or refurbishment.
- Perform related duties as assigned