

**DIRECTOR, PROJECT MANAGEMENT**  
**CLASSIFIED MANAGEMENT – DIRECTOR III SALARY SCHEDULE**

**DEFINITION**

Under the general direction of the Director of Facilities, Construction, and Modernization plans, organizes, and supervises activities for design and construction projects included in the SUSD Measure EE Bond Program. The Director, Project Management (DPM) acts as the liaison between the District, school site, administrators, parents and staff, consultants, architects, and contractors to ensure that the authorized projects are completed in accordance with approved policies and procedures. This person interprets, enforces, and assists in the development of policies, methods, and procedures relating to construction and renovation activities. The PMD also ensures that projects stay within budget, schedules as established in the Measure EE Comprehensive Master Plan, and that project modifications are performed without delay.

**EXAMPLES OF DUTIES & RESPONSIBILITIES**

- Plans, organizes, directs, and controls all or part of complex Measure EE Bond Program projects
- Simultaneously manages multiple projects from concept through design, construction, and DSA close-out of the project
- Prepares and monitors project budgets, including support for obtaining funding
- Coordinates work of a multi-disciplinary development team across organizational boundaries, including design architects and related design and construction professionals in the successful completion of assigned projects
- Works extensively with contractors and consultants, PTA, school site council, site administrators, faculty, and other school district interest groups
- Controls project cost and schedule and reviews change orders
- Serves as primary contact for all parties involved in the projects
- Provides the SUSD Measure EE Bond Management Team, District Senior Administrators and Managers, the SUSD Board of Education, and the interested public with regular reports on project status

- Makes presentations as needed to school sites to inform them of the purposes, practices and progress of the SUSD Measure EE Bond Program, and to respond to relevant questions and concerns
- Participates in all pre-construction, EIR processes, construction, and post construction related activities
- Advises the District of potential construction-related disputes, requesting Legal and other support services when required
- Supervise other Project Managers and technical staff
- Performs other support related duties as required and directed

## **QUALIFICATIONS GUIDE**

### **Knowledge of:**

- Technical aspects of architectural, civil, mechanical, electrical, structural, geotechnical engineering design and specifications
- Technical principles and practices of project and construction management
- Public capital project construction and requirements of bid documents, financing, estimating and budgeting including planning, calculating overhead, design, and construction costs

### **Ability to:**

- schedule and budget capital projects
- analyze and solve problems, make judgments on required decisions and realize the ramifications and possible impact of each decision
- monitor and track project progress and expenditures and implement cost controls
- use computer based project management systems
- direct work of professional staff
- work effectively in a team environment
- understand and communicate to others the larger context in which the project is being completed
- negotiate and resolve contract disputes
- maintain client/contractor relationships; make effective presentations to clients and the community
- prepare clear, concise, and comprehensive technical reports
- communicate effectively with the public, community groups, the media, other District and City departments, agencies, and private contractors

**Training and Experience:****Minimum Qualifications:**

- A Bachelor's degree from an accredited college or university in a technical field related to architecture, engineering, planning, construction management, plus six (6) years of progressively responsible project management or construction management experience; OR
- A Bachelor's degree from an accredited college or university in another field plus eight (8) years of responsible experience in a field directly related to K-12 School Facility Construction and Planning with at least two (2) years of progressively responsible project management or construction management experience; OR
- Ten years of architectural, engineering, or construction management experience in a field directly related to school construction projects OR
- California registration as professional engineer or architect and four (4) years professional experience in pre-K-12 educational projects
- License or Certificate: Possession of a valid State of California Class C driver's license

**Physical:**

Good physical condition; able to pass required District physical

**ESSENTIAL JOB FUNCTIONS:**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to exhibit full range of motion for:
  - shoulder external rotation and internal rotation
  - shoulder abduction and adduction
  - elbow flexion and extension
  - shoulder extension and flexion
  - back lateral flexion
  - hip flexion and extension

- knee flexion
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, and/or computer keyboard

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*