



**CLASSIFIED  
Job Class Description**

Equal Employment  
Opportunity

**DIRECTOR, CAPITAL FACILITIES AND TECHNOLOGY**

**DEPARTMENT/SITE:**  
**ADMINISTRATIVE OPERATIONS**

**SALARY SCHEDULE:**     **MANAGEMENT (GROUP 2)**  
**LEVEL:**                     Range 2  
**WORK YEAR:**             12 Months

**REPORTS TO:**   **ASSISTANT SUPERINTENDENT,  
ADMINISTRATIVE OPERATIONS**

**DATE CURRENT JOB DESCRIPTION APPROVED:**  
Board of Trustees effective: 01.16.2025

**JOB GOAL/PURPOSE:**

Under the general direction of the Assistant Superintendent, Administrative Operations, the Director, ensures district facilities and infrastructure are educationally sound, physically safe, and technologically integrated to support the district's mission, vision, and goals. This role focuses on strategic leadership and oversight of facilities, maintenance, operations, technology, safety, and educational specifications, driving improvements in the quality of education through innovative and effective management.

**DISTINGUISHING CHARACTERISTICS:**

Director, Capital Facilities and Technology is a member of the leadership team, responsible for strategic planning, implementation, and oversight of core district support programs, including facilities management, maintenance, operations, technology, safety, and educational specifications. This role involves decision-making and leadership in managing and planning facilities master, long and short-term plans, capital project plans, technology plans, and district-wide safety plans.

**ESSENTIAL FUNCTIONS, TASKS AND DUTIES:**

- Support the implementation of the district’s mission and vision through strategic initiatives.
- Develop and implement short and long-term strategic plans for district facilities, maintenance, operations, technology, and safety.
- Oversee and co-lead the development, implementation, and evaluation of comprehensive safety plans, district-wide safety initiatives, and teams.
- Partner with district departments and site leaders to plan and execute comprehensive projects.
- Provide supervision and guidance to facilities, maintenance & operations, and technology staff.
- Oversee strategic planning and management of bonds and Community Facilities Districts (CFDs).

- Produce and manage contracts, procurements, purchase orders, and project budget documents to ensure adherence to standards, projected costs and budget, and adherence to project timelines.
- Oversee the development, installation, and maintenance of administrative and technology, computing, and networking systems.
- Align capital facility planning projects with the district's strategic budget.
- In addition to the Assistant Superintendent, serve as the district's representative with educational partners, citizen groups, governmental agencies, architectural firms, and corporate partners.
- Manage vendor performance tracking for large-scale projects.
- Deliver public presentations and reports on significant facilities, maintenance, operations, technology, and safety initiatives.
- Ensure the delivery of training and technical assistance to instructional, administrative, and support staff.
- Lead, supervise, and evaluate the performance of employees.
- Coordinate the installation and repair of instructional and administrative equipment and software.
- Oversee equipment inventory and plan for continuous system improvements.
- Additional Duties: Perform other functions, duties, and tasks as assigned.

**JOB QUALIFICATIONS /REQUIREMENTS:**

*(At time of application)*

**Knowledge of:**

- District policies and procedures related to facilities, maintenance, operations, technology, personnel, and safety.
- Advanced project management and planning.
- Security systems management.
- Principles of building construction, architectural planning, maintenance, and operations.
- Principles of computer/network design, hardware/software, maintenance, and troubleshooting.
- Strategic budget planning and fiscal management.
- Data security, privacy laws, and backup best practices.

**Skills:**

- Strategic leadership and management of multiple complex projects.
- Articulating and implementing a strategic vision for the district's facilities, maintenance, technology, and safety plan.
- Collaboration with district leaders to identify and meet service and support needs.
- Delivering clear, compelling presentations and alternative solutions to complex problems.
- Supervision, training, and evaluation of assigned staff.

**Ability to:**

- Maintain accurate records and comprehensive reports.
- Work effectively under pressure and as an integral part of the leadership team.
- Develop, install, and maintain advanced administrative and instructional systems.

- Provide training and technical assistance as needed.
- Plan and manage district-wide purchasing and maintenance services related to technology.
- Oversee fixed asset inventory and software licensing at a strategic level.

**EDUCATION REQUIRED:**

Bachelor’s Degree from an accredited college or university. A Master’s Degree or additional training and certifications in relevant construction management, project management, facilities management, maintenance, operations, technology, and safety, are highly desirable. Equivalent work experience may substitute for education requirements.

**EXPERIENCE REQUIRED:**

A minimum of four years of full-time experience in project management, maintenance, and management of facilities and/or technology information systems, at a progressively responsible level, with at least two of the years in a senior supervisory or management role. Experience in a school district is strongly preferred.

**LICENSE(S) REQUIRED:**

- Valid California driver’s license and insurability at the district’s standard insurance market rate.
- Current DMV report.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the district’s applicable proficiency exam for the job class.
- Criminal Justice and FBI fingerprint clearance.
- Pre-employment physical exam and negative TB test result.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is both indoors in typical office settings and outdoors at school and construction sites.
- Occasionally requires sitting for extended periods.
- Lift and move equipment and objects weighing up to 50 pounds.
- Operate a computer keyboard and other office equipment and maintain paper files and documents.
- Possible exposure to noise, interruptions, and potential contact with bloodborne pathogens and communicable diseases.
- Grasp, hold and manipulate objects.
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.
- Exchange information in person or on the telephone.
- Read documents and computer screen.
- Exposure to intermittent noise and interruptions typical of a school environment.
- Potential for contact with bloodborne pathogens and communicable diseases.
- Occasional operation of a vehicle to travel within and outside the district for meetings, training sessions and assisting staff at school sites.
- Occasional travel within and outside the district for meetings and training sessions.