

**Orange County Public Schools
Job Description**

FACILITIES DIRECTOR - REAL ESTATE MANAGEMENT AND PLANNING

QUALIFICATIONS:

1. Bachelor's degree in Business, Public Administration, Real Estate, Finance or Urban Planning from an accredited institution required, Master's degree preferred.
2. Eight (8) years of experience with progressively increasing responsibility for management of real estate acquisition, land development, or planning land planning in the public or private sector.
3. Experience in acquisition of sites for public school use or for complex land use development preferred.
4. Experience in public administration with responsibility for real estate or land use planning preferred.
5. Relevant certification in urban planning, public administration or real estate preferred.
6. Experience using Graphic Information System, GIS, for extensive analysis of potential sites preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida statutes and administrative rules regarding school and real estate planning. Knowledge of real estate principles and practices. Knowledge of land use planning. Ability to develop and implement strategies and goals to support district wide objectives. Lead team through adjusting strategies, with clear communication, motivating and delegating effectively. Skilled in project management and analyzing procedures. Skilled in acquisition, negotiating and planning. Knowledge of public school and public administration processes.

REPORTS TO:

Facilities Executive Director - Real Estate Management, Land and Construction Planning

JOB GOAL:

To develop and recommend processes and procedures for real estate management, identifying needs and opportunities. In compliance with district's goals and objectives, manage real estate projects and programs in an efficient and cost-effective manner. To ensure effective coordination and joint use of facilities with other public and private entities.

SUPERVISES:

Real Estate Management and Planning department and outside consultants.

MACHINES, TOOLS, EQUIPMENT:

Machines, tools, equipment, electronic devices, vehicles, etc., used in this position. Telephone, Computer, (Personal Computer and Mainframe), Automobile, Copier

PHYSICAL REQUIREMENTS:

Describes physical conditions of this position.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITY:

Physical activities of this position. Percent of a typical day involved in each applicable activity is **noted**.

Percentage

- 70 Sitting: Resting with the body supported by the buttocks or thighs.
- 10 Standing: Assuming an upright position on the feet, particularly for sustained periods of time.
- 10 Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- 5 Bending: Lowering the body forward from the waist.
- 5 Reaching: Extending hand(s) and arm(s) in any direction.
- 5 Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.
- 80 Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
- 70 Grasping: Applying pressure to an object with the fingers and palm.
- 90 Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
- 90 Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels.
- 90 Visual Acuity: The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

Note: Will total more than 100 percent as several activities may be performed at one time.

WORKING CONDITIONS:

Conditions the worker will be subject to in this position.

Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.

PERFORMANCE RESPONSIBILITIES:

- * Manifests a professional code of ethics and values.
- * Responds to internal and external customers in a timely, accurate, courteous, and empathetic manner representing OCPS in a positive light.
- * Models the routine, intentional and effective use of technology in daily work, including communications, organization, and management tasks.
- * Direct all functions and services in the Real Estate Management Department consistent with district goals. Develop plans and identify district goals for each department for which he/she is responsible.
- * Plan and direct a system of feedback and assessment of the services provided by Real Estate Management.
- * Direct, supervise and evaluate the performance of each manager or outside consultant.
- * Establish and implement a ranking/prioritization system, with justifications, for all Real Estate Management projects.
- * Develop and implement the Facilities strategic site acquisition and surplus property disposal plans.
- * Develop and maintain database for district-owned real estate, which includes the Access Data Base Management System.
- * Analyze new development trends and develop life cycle strategies for integration of school sites and programs into new development.
- * Negotiate real estate acquisition, sale and joint use contracts.
- * Evaluate jobs and make recommendations for scheduling based on compliance with mandated codes and safety regulations.
- * Coordinate with key district planning staff in assessments and updates.
- * Manage staff to accomplish the District's real estate objectives, including, acquiring real estate to support the 10 year CIP. Negotiate and review purchase agreements and perform all due diligence items.
- * Identifies OCPS properties for potential sale as surplus properties.
- * Reviews legal documents related to real estate.
- * Manages long term facilities use and joint use agreements.
- * Processes easements for access, water, gas, power, communication, traffic-control devices, and temporary construction.
- * Manages signage and security for acquisitions.
- * Resolve disputes regarding encroachments.
- * Produces School Locations and Directions Guide and the Real Estate Inventory booklet. Uses Graphic Information System (GIS) for extensive analysis of potential sites.
- * Uses GIS for map production; create and update facility summary and aerial maps for all OCPS real estate inventory.
- * Creates and maintains data sets for GIS.
- * Creates and maintains the Access Data Base Management System, which inventories all site research.
- * Chairs the OCPS Site Planning Assessment Meeting (SPAM) and serve on the Advance Planning, School Development Review Committee.
- * Serves as an OCPS representative at quarterly meetings with the City Planning Department, Orange County Planning Department, Orange County Parks and Recreation Department and the City of Orlando Parks and Recreation Department on a quarterly basis to review joint use opportunities.

- * Keep the Facilities Executive Director, Real Estate, Land and Construction Planning informed of all issues about which he or she should be aware.
- * Perform other incidental tasks or services consistent with the goals and objectives of this position.
- * Follow the district's policies and procedures as related to all HRMD guidelines, executive limitations, the district's instructional initiatives, and the school district's charter guidelines.
- * Follow the district's policies and procedures as related to fixed assets.
- * Develop leadership in subordinates.
- * Responsible for keeping up to date on current technology being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
- * Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
- * Responsible for self-development and keeping up to date on current research, trends, and best practices relevant to the area of responsibility.
- Perform other duties and responsibilities as assigned by the supervisor.

* Essential Performance Responsibilities

TERMS OF EMPLOYMENT:

Non-bargaining unit compensation plan, twelve months, 8.0 hours per day.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.