

State of New Mexico- Public School Facilities Authority
Job Description

Employee		Employee ID	
Job Title	Planning & Design Manager		
SHARE Title	Division Director	Position No:	00052891
Reports to	Deputy Director	Position No:	00052624
Job Code	7615	Pay Grade	30
Revision Date	7/11/2018	Revised by	LS, JC

Job Purpose

Under limited supervision of the Deputy Director, the Planning and Design Manager oversees the agency’s Planning & Design Bureau, directing the activities of 89 Public School Districts statewide relative to architectural planning and design of new public and charter school facilities and/or alterations/modifications to existing facilities. Incumbent manages a team of Planning and Design specialists who oversee activities relative to the review and interpretation of proposed designs, architectural drawings and building specifications for all Public School Districts and administer the formation, review and approval of public school facility master plans and educational specifications. This position establishes priority and costs of projects assigned to the agency, coordinates award of projects based on priority, budget reports, and other data, and participates in establishing and implementing short and long-range goals, objectives, policies and operating procedures. Duties also include the financial management of program budget, oversight of financial information and reports relative to program activity, and establishment of objectives, strategies, procedures and performance measures for long-term strategic planning.

Duties and Responsibilities:

- Directs and oversees all planning and design projects for Public School Districts statewide, applying knowledge of design, construction procedures, zoning, and building codes.
- Confers with representatives of school districts and architects to explain and reach agreement on design concepts and construction standards.
- Represents the agency with clients and consultants on a range of subjects related to architecture, planning/design, and construction; performs assessments and renders decisions on behalf of the agency.
- Directs analyses and interpretations of proposed designs, architectural drawings and building specifications to insure that all proposed school construction projects throughout the state of New Mexico are sized appropriate to the adopted New Mexico Adequacy Standards, all schools comply with current adopted NM building codes, soil analysis, etc.; and insure that all school districts adhere to an approved master plan. Incumbent participates in the formulation, development, implementation, and revision of contracting policies, procedures and strategies for the Bureau, as appropriate.
- Directs/oversees school districts in the development and perpetuation of long range facility master plans as a prerequisite for eligibility to receive state capital outlay assistance.
- Assures all state requirements are met in order to obtain building permits, meet the educational requirements set forth by the Public Education Department, meet or exceed the state’s Adequacy Standards, and produce quality school construction.
- Directs/oversees school districts in the development of educational specifications as awarded.
- Coordinates analysis to assist communities with options for development and change.
- Develops and implements plan review analysis process of all public school construction projects throughout the state, to include tracking system, plan review methods, analysis process and overall productivity practices to insure statewide consistency.
- Manages the analysis of architectural drawings/plans for construction and renovation of school buildings.
- Oversees the approval/disapproval of plans in accordance with standards, building codes, and policies of the Public School Facilities Authority.
- Formulates and enforces building standards specific to the planning and design of public school facilities throughout the state.
- Incorporates standards for a safe, healthy learning environment for public school students in a cost-effective manner.
- Consults with representatives of school boards, educators, and architects to explain and direct agreement on design concepts and construction standards.
- Oversees the preparation of planning/design reports, special analyses and program status/expectations for agency Director and Public Schools Capital Outlay Council.
- Updates legislative subcommittees, task forces, the Public Schools Capital Outlay Council, individual representatives of other agencies and the legislature when required.

- Formulates analyses of projects and makes recommendations to Public Schools Capital Outlay Council for allocation of capital funding to School Districts.
- Directs the planning and formulation of design alternatives and solutions for construction projects.
- Advises consultants and District Administrators as how best to achieve required results.
- Develops and initiates general policy and strategic objectives/timetables for program activities, and creates a standardized reporting format.
- Directs the development and administration of all project budgets, fiscal controls and quality control provisions.
- Directs Strategic Objective, Action Plans, performance measures and timetables. Collects and analyzes relevant data as it relates to strategic planning. Acts as Performance Measurement Driver for Planning & Design Bureau; prepares reports/data relative to the Agency's Strategic Plan measurements/standards.
- Manages assigned personnel, including hiring, directing work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; address complaints and proposes resolutions.
- Performs miscellaneous job-related duties as assigned.

Knowledge, Skills, and Abilities Required

- Knowledge of architectural and drafting principles and practices, as well as knowledge of principles and methods of community and regional planning and research.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to foster a cooperative work environment.
- Ability to provide technical guidance and/or supervision to architects, structural engineers, and independent building contractors.
- Ability to make decisions based on numerous information resources and implement decisions relative to planning/design budgets, goals and long-term strategies at a local and/or statewide level depending on circumstances and legislative objectives.
- Ability to direct the analysis of proposed construction projects, and determining whether capital money is being used, or should be used, for each project.
- Ability to ensure that the employees are producing consistent code interoperation and that the plan review process is efficient and running smoothly and effectively.
- Ability to gather data, compile information, and prepare reports.
- Ability to train and effectively manage staff persons.
- Skill in analyzing the needs of each public school and prioritizing projects for state funding.
- Ability to ensure that Master Plans are acceptable and are being adhered to by each school district.

Minimum Education and Experience

Bachelor's Degree in Architecture, Construction Management or Planning. (Experience in architecture, planning and design or construction management may substitute for the required degree on a year for year basis.) 8 years of experience in architecture or planning and design, of which 2 years must have been management experience in architecture, and one year supervisory/managerial experience. Experience or education may be substituted for one another at the discretion of the Director.

Licenses/Certifications Required

None

Working Conditions

This job operates in a professional office environment. This role routinely uses standard office equipment. Occasional evening and weekend work may be required as job duties demand. Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected on occasion.

When offsite: ascending or descending ladders and stairs, using feet and legs and/or hands and arms to evaluate building conditions. Occasional balancing, stooping, kneeling, crouching, and crawling in a variety of outside and inside areas, often in close quarters, narrow aisles or passageways, crawl spaces, small enclosed rooms, and other areas that may cause claustrophobia.

Physical Effort

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Minimal physical activity is required while performing the duties of this job; the employee may sit for extended periods. Work is normally performed in a typical interior/office work environment. Occasional field work may be necessary that involves minimal exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. Occasionally ascends/descends a ladder to access roofs or other high areas during field assessments. Some potential exists for exposure to hazards or physical risks, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat, wind, and outdoor exposure to the sun.

Supplemental Information

Other Requirements: Extensive state travel may be required occasionally. Must possess and maintain a valid New Mexico driver's license.

Job Type: Full Time

Base of Operations: Albuquerque, NM

Disclaimer

This job description is intended to describe the general nature and level of work being performed by the employee assigned to this position. The description is not to be construed as an extensive list of all responsibilities, duties, and skills required of the employee. Duties, responsibilities and activities may change at any time with or without notice at the discretion of the Director. This job description does not change the "at-will" employment relationship as indicated in the Policies for Governor Exempt Employees and the Exempt Position Statement. All personnel may be required to perform duties outside of their normal responsibilities at the discretion of the director.

Signatures

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

