

# Executive Director

## Job Purpose:

The Director serves as the head of the Public School Facilities Authority, is selected by the Public School Capital Outlay Council (PSCOC, Council), and shall be versed in public administration, facilities construction, architecture or project management and shall implement PSCOC goals and policies for K-12 school capital planning, financing, building, maintenance and other statutory responsibilities, and bring recommendations to PSCOC for policy development.

## Duties and Responsibilities:

Serve as the Agency Head of the Public School Facilities Authority. Structure agency and all other staffing support required to carry out PSCOC policies and directives, and ensure a safe productive work environment where expectations and purpose are clear. In collaboration with all stakeholders, and within available funding, develop and implement cost effective methods and processes that ensure the statewide adequacy standards of New Mexico's K-12 school facilities.

- Direct the activities of a multidivisional state agency including direct supervision of up to two Deputy Directors, and the agency's managerial staff, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; develops and implements systems to maintain records to maintain agency effectiveness.
- Develops or assists with the development and implementation of a policies and procedures manual consistent with those of the organization to ensure efficient and safe operation of the agency.
- Under the direction of the PSCOC, oversee all aspects of the state's public school facilities inclusive of: facility database management; building standards; adequacy standards; standard contracts; facilities planning and design; procurement; construction and post occupancy performance; maintenance and other facilities ownership related tasks.
- Review, analyze and provide assistance to K-12 local education agencies (LEAs), boards of education and other top-level administrators on all aspects of facilities management tasks including fiscal, legal, contractual and budgetary policies, practices and procedures.
- Participates in the planning and formulation of design alternatives and solutions for construction projects and provide oversight of the day-to-day management of construction projects. Works with other state agencies in coordinating all aspects of the public schools facility management process to ensure quality facilities and timely project deliveries.
- On PSCOC-funded projects, coordinates all agency functions to review and interpret proposed designs and specifications for appropriateness to educational adequacy and related functions and/or institutional standard and constructability; advises consultants and districts as to how best to achieve required results; and, in coordination with districts and all agency groups, initiates revisions where appropriate. Oversees entire construction of the project including financial closeout to ensure that projects comply with all PSCOC requirements.
- As requested by the legislature provide the analysis of legislation and regulations to deal with complex public issues support, and review, and evaluate proposed legislation.
- Updates legislative bodies including the Public School Capital Outlay Council, the Public School Capital Outlay Oversight Task Force and individual representatives of other agencies when required.
- Performs miscellaneous job-related duties as assigned and as directed by the PSCOC.

## Knowledge, Skills, and Abilities Required:

- Knowledge or and demonstrated experience in aspects of construction and facility management.
- Demonstrated ability to successfully direct, coordinate, and strategically integrate multiple projects and project teams including team development, enhancement, and/or modification.
- Ability to oversee development of school projects and present building estimates and feasibility studies.
- Ability to communicate effectively, both orally and in writing.
- Ability to make complex operating, administrative, and procedural decisions.
- Ability to oversee the accurate preparation of construction documents.

- Knowledge of budgeting, cost estimating, and fiscal management principles and procedures.
- Ability to foster a cooperative work environment.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to resolve complaints and concerns.
- Knowledge of contractor compliance issues and procedures, as applicable to a public institution.
- Knowledge of architectural design and planning principles and procedures. • Knowledge of the operating practices of construction, architectural, and building firms.
- Knowledge of federal, state, and local building codes, ordinances, and regulations.
- Knowledge of procurement rules and regulations.
- Knowledge of contract documents and specifications.
- Ability to assess contract compliance and product/service quality.
- Ability to negotiate and manage contractual arrangements.
- Skill in organizing resources and establishing priorities.
- Skills in workflow analysis and management.
- Ability to gather data, compile information, and prepare reports.
- Proficient in the use of computers, Windows-based operating environment.

**Minimum Education and Experience:**

Bachelor's degree in a related technical, scientific, or engineering discipline; Master's preferred; in addition, at least 10 years of experience directly related to the duties and responsibilities specified is required. Minimum experience to include seven years in construction project management or administration. Experience or education may be substituted for one another at the discretion of the Council.

**Supplemental Information:**

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

Job Type: Full Time

Base of Operations: Albuquerque, NM

Salary: Midpoint \$123,581.13. Salary DOE & Subject to Negotiation Closing Date: 11/30/2023

**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. The PSCOC reserves the right to add, modify, change or rescind the work assignments and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. 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 PSCOC.

*Public School Facilities Authority is a state agency that offers medical, dental, and vision benefits, including membership in the Public Employees Retirement Association of New Mexico. EOE*

**IMPORTANT DATES THAT MUST BE OBSERVED:**

- First round of interviews (with a virtual option) occurs on December 18 through 20
- Second and Final round of interviews occurs on January 4 through 5
- Projected start date for new hire January 15, 2024

