

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: DIRECTOR OF SPECIAL PROJECTS

SUMMARY

Under general direction of the superintendent, coordinates District's facilities development and identifies funding sources for facilities projects; provides support and oversight on other infrastructure and special projects as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works closely with the Superintendent in overseeing all District construction and renovation programs, and keeps Superintendent apprised of progress.
- Authorizes the payment for all contracts on construction projects. Acts as District representative in working with architects, inspectors, state agencies, and contractors.
- Prepares and submits applications, match share reports, and claims for reimbursement under State School Building programs. Provides assistance to State auditors during close-out audits for building projects.
- Identifies the funding needs of projects and programs, and develops plans and strategies to secure funding.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS/ABILITIES

- Well versed in all areas of school finance, accounting, warehousing, and school facilities.
- Organize and prioritize work and adjust to changing circumstances.
- Act decisively and accept responsibility for decisions.
- Work well with people; and possess good communication skills, both orally and in writing.
- Minimum of three years of supervisory experience.
- Experience with computer spreadsheet, database, and word processing programs.
- Valid California driver's license and ability to drive a car to perform job requirements.