

# *Oxnard School District*



*Announces An Employment Opportunity*

*Executive Director for Facilities  
Planning, Engineering, and Operations*

# *The Oxnard School District is seeking an experienced, p Executive Director for Facilities Plan*

## *The Community*



Oxnard is located on the “Gold Coast” of sunny California, halfway between Los Angeles and Santa Barbara and is known as the gateway to the Channel Islands. The setting is unsurpassed in a valley between the mountains and the sea. Named for the Oxnard brothers who began an agricultural community by opening a sugar beet factory, today Oxnard is a thriving center of commerce, tourism and industry in Ventura County.

Oxnard is the largest city in Ventura County with its population approaching 200,000 residents. As with many California communities, Oxnard’s population is diverse. The 2000 Census identified the following breakdown in population: Hispanic – 66%; Caucasian – 21%; Asian – 8%; and African American – 4%. New homes are planned in the next several years to accommodate the richly diverse and growing population.

Oxnard offers a balanced blend of agriculture, clean industry, progressive city services, and a variety of recreational opportunities. A wide choice of cultural events, major league sports, and top entertainment is within a short commute.

## *The District*

The Oxnard School District serves one of California’s fastest growing areas. The K-8 District operates 20 elementary, junior high, special education, and opportunity schools with a current enrollment of approximately 15,000 students and employs 723 teachers and 552 classified support staff. In November 2006, voters passed a \$64 million bond issue to finance the construction to house the growing student body. The District is also receiving State modernization funds.



## *The Department*

The Facilities Planning, Engineering and Operations department is responsible for planning, developing and maintaining the District’s natural and built environment including infrastructure and providing custodial and grounds maintenance operations of the school District.

## *The Position*

The Executive Director for Facilities Planning, Engineering and Operations reports directly to the Superintendent and provides day-to-day leadership and management of the Department’s planning, engineering, construction, building maintenance and remodeling, security and related programs.

# *Progressive, energetic professional to become the District's Planning, Engineering and Operations.*

## *Responsibilities*

The Executive Director for Facilities Planning, Engineering and Operations has primary responsibility for developing and implementing the Department goals, objectives, policies, and priorities; formulating and coordinating the Department's work plans; hiring and developing management and support staff; preparing and monitoring the Department's annual budgets and funding requests; developing and implementing strategic plans; reviewing and evaluating service delivery methods and systems; and providing technical assistance to the District and appropriate boards, commissions, and committees on facilities planning, engineering and operations programs, activities, and regulations. The Director also is responsible for ensuring all design, construction, and operations meet engineering, architectural, environmental and energy standards and expectations; conducting project site audits and Geotechnical analysis; overseeing and monitoring facilities management and project design and construction, including preparation of RFQ's, selection of architectural design and engineering firms; scope, budget and project schedules; and ensuring compliance with City, State and Federal legislation, regulations, codes and guidelines.



## *Qualifications*

Candidates must have a General Contracting License or Bachelor's degree from an accredited four year college or university with a major in Planning, Public Administration, Engineering, Architecture, Business Administration or a related discipline and five years of progressively responsible experience in construction, planning, engineering, maintenance, operations and repair of large buildings, including at least two years of supervisory experience.

The ideal candidate will work well in a flexible environment and be known as a person who encourages teamwork, participation, and employee empowerment. He/She will have extensive management and facilities planning, engineering and operations experience; be known as a visionary and innovator, and have extensive experience working with a variety of specialized disciplines.

## *Personal Characteristics*

In addition to the qualifications described above, the Executive Director for Facilities Planning, Engineering and Operations should be:

- A Strategic Thinker
- A Team Player
- A Proven Leader
- A Strategic Thinker
- A Creative Problem Solver
- A Good Communicator
- Flexible and Approachable
- Customer Focused
- Responsive
- Energetic
- Resourceful
- Self-Confident
- Decisive
- Results Oriented

## *Salary & Benefits*

The annual salary range, which is currently under review for this position, is \$124,000. The District also provides fringe benefits including 15 paid holidays, 22 vacation days and hospital, health, dental, vision and life insurance.

## *Equal Opportunity*

The Oxnard School District is an Equal Opportunity Employer. The District considers applicants without regard to race, color, religion, ancestry, national origin, sex, marital status, age, medical condition or disability, or any other status protected by law. The District seeks candidates who can make contributions in an environment of cultural and ethnic diversity.

The Oxnard School District makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process, they should state their needs in writing when submitting an application package.

## *Application Process*

An application package consisting of two (2) copies of your resume with a signed cover letter outlining qualifications, an RJA supplemental questionnaire, and a list of five (5) professional references is required for consideration. A questionnaire can be obtained by calling RJA at (626) 447-3318 or through our website. Completed application packages should be sent to:

Dr. Richard Garcia, President  
RJA Management Services, Inc.  
550 W. Duarte Road, Suite 6  
Arcadia, CA 91007  
AA/EOE  
[www.rjamanagement.com](http://www.rjamanagement.com)

All application materials must be received by  
**Friday, June 22, 2007**

Following the filing date, application materials will be screened against the criteria in this brochure and preliminary interviews will be scheduled with candidates having the most relevant qualifications. The District will determine which candidates to invite to participate in the formal interview process. Selection of the Executive Director of Facilities Planning, Engineering and Operations will follow shortly thereafter.

## *Additional Information*

Additional information about the Oxnard School District can be obtained on the District's website:

[www.oxnardsd.org](http://www.oxnardsd.org)