

POSITION TITLE & SPECIFICATIONS: RJSCB Executive Director

Salary: Negotiated / Based on Experience

Duration: Full-Time / Immediate

Functional Synopsis: The Executive Director's position requires a motivated leader who fully appreciates the relationships, dynamics, expertise and responsibility to deliver a major public sector development made up of multiple projects and phases. The successful candidate will report directly to, *and* enable the Rochester Joint Schools Construction Board (RJSCB), created by New York State special legislation, to comprehensively plan, engage local stakeholders, procure the necessary professional and contract services, along with securing all regulatory approvals and permanent bond financing to complete the modernization of selected schools within the Rochester City School District (RCSD). The candidate should possess the relevant administrative and construction experience necessary to successfully deliver the largest public works project in the history of Rochester.

Essential Job Duties & Skill Sets:

1. The Executive Director is to have a clear understanding, and/or deep commitment towards helping to create more opportunities for the RCSD to prepare its students to compete with a productive livelihood in the local, national and global marketplace of ideas.
2. The fundamental role of the Executive Director is to monitor and manage all financial and governance aspects of the Rochester Schools Modernization Program (RSMP) on a daily basis as the designated 'agent' empowered to act on behalf of the RJSCB (commonly referred to as the 'Board').
3. Prepare all Board resolutions, and other relevant materials in consultation with legal counsel for all Board committees, monthly, as well as any other meetings required by the Board Chair to properly conduct the business affairs of the RJSCB.
4. Coordinate all Board activities including the scheduling of public meetings, executive sessions, the documentation and maintenance all Board meeting minutes, as well as all other forms of official correspondence as public records.
5. Update the bylaws, policies, and procedures as often as requested by the Board.
6. Prepare the annual RJSCB report on the progress and status of the projects undertaken by the RJSCB for submission to the Governor, the State Comptroller, the SED Commissioner, the President of the Senate, the Speaker of the Assembly, the Mayor of the City of Rochester, the Rochester City Council and the Rochester City School District.
7. Prepare any and all management reports as required by the Board.
8. Administer the Board's overall program and operating budgets in a professional manner according to customary public accounting and auditing protocols.
9. Assure that expenses and invoices for all contracts awarded by the Board are accurate and recommend for payment on a timely basis as a 'checks-and-balance' with the Program Manager.
10. Work with the authorized RCSD, City of Rochester, New York State financial officials, and auditors, to assure full compliance with the stipulated guidelines, procedures and regulations.
11. In collaboration with the Board, develop and sustain meaningful relationships with key constituents—e.g., RCSD, Board of Education, City of Rochester, City Council, state legislators, community and stakeholder group leaders, local union officials, etc.
12. Meet regularly to monitor the work of the Program Manager to schedule and implement the approved school projects throughout the life of the Executive Director's contract for professional services.
13. Review and assure that the RSMP is competently developed on a phase-by-phase basis of Strategic Plan Updates with a view towards minimizing the stress placed upon the operations of the RCSD.
14. Provide the background overview and supporting justification summary to initiate subsequent State legislation working closely with the RCSD, City and local delegation of State elected representatives for the next

succeeding phase as required to continue the modernization program of the Rochester public schools until the facilities are completed to align with the projected enrollment.

15. Review and approve the preparation of RFQs, RFPs, and Bids to be issued by the Board; facilitate contract negotiations; and expedite payment process through the Board appointed Trustee, the City of Rochester, and RCSD.
16. Work directly with the Board Chair, the RJSCB procurement and finance committees, the Program Manager, and the Independent Compliance Officer (ICO) to review and monitor the monthly progress regarding the program's priorities, and that the diversity goals are being achieved.
17. Review and assist the Program Manager with developing the insurance and bonding requirements for the Program, and monitor the ICO consultant's tracking and reporting on contract compliance.
18. Review and make recommendations on 'swing space' planning with Program Manager to relocate students while scheduled School Projects undergo construction.
19. Expedite the interim and permanent capital bond financing (e.g., with the County of Monroe Industrial Development Agency, 'COMIDA').
20. Possess the understanding of accounting statements for evaluating financial health of the overall program, and all companies / contractors under contract to the Board to enable more accurate and effective decision making.
21. Monitor the Program Manager's oversight of A/E design professionals, construction managers, other sub-consultants and required services, prime as well as sub-contractors in the building trades retained by the Board for the implementation of the approved school projects.
22. Monitor the Program Manager in the process to secure the New York State Education Department ("SED") required approvals, and issuance of the building permit for each school project in conjunction with the respective A/E Teams, and Construction Managers.
23. Monitor the Program Manager to assure the timely 'close-out' of each approved school project, and the overall Program on a phase-by-phase basis.

General Requirements:

24. A goal-oriented person embodying high integrity, self-starting, and leadership by example.
25. Familiarity with SED's guidelines for PK-12 facilities, and associated 'best practices' in construction management, and general construction administration.
26. Ability to reach consensus with the Rochester City School District, the City of Rochester, the State of New York, and third party agencies, while effectively communicating schedule and/or priority conflicts, new challenges, issues or needs.
27. Must be astute in assessing schedule milestones to ensure that all work is accomplished 'on time and on budget' as approved for each phase of the RSMP Strategic Plan.
28. Understanding of the greater Rochester construction industry in general, and in particular the basic planning and design concepts in terms of the ability to read understand A/E drawings and specification documents, project scheduling, budgeting, construction trade contracts, general liabilities, etc.
29. Basic understanding of Microsoft Excel/Word/PowerPoint/Projects, Construction Management Software and scheduling programs.
30. Possess the ability to multitask and quickly evaluate multiple projects, a wide range of public policies, expectations, alternatives, needed professional and contract services in real time at any given moment.
31. Possess the ability to communicate and motivate a diverse group of people, and personalities.

Education and Credentials:

- Bachelor's Degree in construction management, A/E disciplines, or public administration with at least ten (10) years of project-related experience in business management, accounting cash flow analysis or finance in progressively more responsible positions culminating as the executive in charge.
- A mature understanding of the legal, contractual, bonding and insurance aspects of building design and construction, the New York State Finance, and General Municipal Laws.

Application Instructions

Provide the following, addressed to the RJSCB Search Committee:

- 1) Letter of interest
- 2) Resume/CV
- 3) Names and contact information for three references

Submit pdf documents to: rsmp@rjscb.org

Application deadline is Monday, April 10, 2017