

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

Coordinator of Planning and Intergovernmental Relations

QUALIFICATIONS:

1. Masters or Bachelor's Degree from an accredited college or university with degree in Planning or (4) years of public planning experience.
2. Proficiency with Excel, PowerPoint, Word, and Geographic Information Systems (GIS) with the ability to add additional software proficiencies.
3. Must maintain a valid Florida Driver's License and must maintain the same during employment.
4. Must maintain a safe driving record during employment.
5. Must have ability to maintain a flexible work schedule in order to attend various board and planning meetings and/or workshops.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of planning principles, practices of Florida Statutes and State Board of Education rules as they pertain to assigned areas.
2. Ability to participate in complex planning studies and to analyze information and formulate substantive recommendations based upon such studies.
3. Ability to understand laws, rules and regulations.
4. Ability to present ideas and findings clearly and concisely in written, oral or graphic form.
5. Ability to establish and maintain effective working relationships with department heads, outside agencies and the general public. Able to attend meetings outside normal office hours.
6. Must have the ability to operate in an advanced computer environment.
7. Have demonstrated abilities in oral and written communications skills.
8. Geographic Information Systems (GIS) and database management experience.

REPORTS TO:

Chief of Operational Services or Director of Plant Services

JOB GOAL

To provide oversight of intergovernmental processes, facilities planning and school concurrency as well as serve as liaison between the School Board and the Plant Services Department and county and city governments of Flagler County.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Serve as liaison and coordinate the School District's requirements with the County and each Municipality on inter-local agreements, developer agreements, and State of Florida comprehensive plan elements.
2. Responsible for developing, analyzing and maintaining long-range comprehensive facility plans, and general planning documents for District and Department of Education.

Coordinator of Planning and Intergovernmental Relations (*continued*)

3. Serve as liaison to other governmental agencies concerning Support Services comprehensive planning matters.
4. Assist with the development and update of School Attendance Boundary software, maps and descriptions.
5. Develop student demographic information to assist in determining facility requirements for existing and new schools.
6. Prepares a variety of studies, reports and related information for decision-making purposes.
7. Conducts technical research studies and prepares statistical reports and recommendations.
8. Updates a variety of maps, Prepares graphics and maps for a variety of reports and recommendations for publications and meetings. Develops student projection's and attendance boundaries for all schools.
9. Conducts the Five-Year School Plant Survey and all supplemental updates.
10. Coordinate the acquisition of and act as land agent for all School Board property.
11. Coordinate all survey recommendations and District Facility Lists in order to establish funding eligibility for projects.
12. Review new development within the County for growth related school impacts, and maintain/track the development of growth characteristics.
13. Serve as liaison to County and City governments for growth management issues.
14. Develops impact analysis of all residential re-zoning and amendments to the County or Municipalities land use.
15. Plans and evaluates all aspects of the Districts utilization of ancillary facilities and properties.
16. Develops and maintains GIS and concurrency database of information for planning purposes.
17. Conduct concurrency evaluation.
18. Serve as a member of various committees as assigned.
19. Review and apply for appropriate Grants.
20. Maintain the Florida Inventory of School houses (F.I.S.H).
21. Attend and present various items to the School Board pertaining to (but not limited to) all school concurrency topics, school zone and school district changes, impact fees, and mitigations.
22. Monitor the payment and application of proportionate share mitigation funds and track the proper utilization of mitigation funds.
23. Develop and maintain a "voucher" system for mitigations and impact fees.
24. Advise and assure that the School Board is kept current on any new legislative or legal changes relating to school concurrency.
25. Coordinate requirements, discussions and negotiations on proportionate share mitigation resolution for all development within the County and each municipality.
26. Coordinate the process of obtaining, analyzing and presenting studies and reports, such as Impact Fee studies, for appropriate School Board approval.
27. Maintain and administer the educational impact fee with developers and local building departments, overseeing and monitoring the payment and receipt of said fees and permitting.
28. Perform other duties as assigned by the Plant Services Director and/or the Chief of Operational Services.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

Coordinator of Planning and Intergovernmental Relations (*continued*)

EVALUATION:

Performance of this job will be appraised in accordance with provisions of the Boards policy on appraisal of personnel.

Job Description Supplement Code: 9

Salary Lane: Professional PAPZ

Approved: 10/19/2021