

**27J SCHOOLS**  
**EXEMPT POSITION JOB DESCRIPTION**

**Job Title:** Planning Manager  
**Date Prepared or**  
**Last Modified:** December 2020  
**Work Year:** 12 Months  
**Dept. /Division:** Planning  
**Reports To:** Chief Operating Officer

**POSITION SUMMARY:** The Planning Manager is responsible for a wide range of activities related to the facility planning function of the District including development review, enrollment projections, boundary planning, building capacity analysis, land acquisition, Geographic Information Systems, implementation of intergovernmental agreements related to development and school site issues, comprehensive facility planning, open enrollment coordination, development applications to municipalities for new school sites, staff liaison to the Facility Planning Advisory Committee, and Executive Director to the Capital Facility Fee Foundation. Supervisory responsibilities include the Planning Technician.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 15% Comprehensive Planning: Responsible for the development of a district-wide comprehensive plan for long term growth in coordination with local communities. Create and update a document that guides the District in the identification of future school sites to meet the needs for future schools based on the build-out population of the District. Identify sites that minimize constraints and best serve student populations in the short and long term. Meet with local government planners to work toward the implementation of the plan district-wide and participate in local community planning updates as necessary. Identify future building needs for inclusion in future bond elections. Prepare and maintain a database of all residential development in the district. Maintain regular contact with developers to understand and report development progress.
- 15% Enrollment Projections: Develop enrollment projections each year for each school by grade for the purposes of understanding new facility needs, overcrowding mitigation, determining staffing levels for budgeting, and for a variety of other purposes for the District. Develop five-year enrollment projections each year for each school by grade using the cohort survival model and the housing projection analysis. Periodically create 20-year and build-out enrollment projections. Analyze market and economic conditions, building permit trends and projections, open enrollment, student yield, municipality projections where available, birth rates, development activity and timing which may impact future enrollment. Evaluate the timing of new schools based on projections. Determine the space needed to accommodate projected enrollments, new programs, and other programs within the district, including the need for modular classroom units. Collaborate with Budget/Finance, Human Resources, Student Achievement staff, and school administration to provide for more accurate enrollment projections and staffing levels.
- 10% Geographic Information Systems (GIS): Manage the development, implementation, and operation of the District's school planning systems and GIS databases. Provide supervision and direction to staff in the use of GIS. Create maps and databases for use in analysis for a variety of planning functions – comprehensive planning, boundary area planning, projections, open enrollment and student data. Evaluate new ways to use the GIS system to improve work efficiencies and analyze data.

- 10% Development Review: Responsible for review and response to all development referrals sent by local governments, commenting on estimated student yield, impact to affected schools, mitigation options for overcrowding, identify land dedication or cash-in-lieu requirements. Identify appropriate parcels for land dedication, develop agreements for transfer of the property to the District and outline details for infrastructure extension. Attend all appropriate planning and zoning commission, city council, and county commissioner meetings.
- 10% Capital Facility Fee Foundation (CFFF): Responsible for management of the School District 27J Capital Facility Fee Foundation, a separate 501(c)(3) non-profit. Serve as Executive Director. Prepare meeting agendas and supervise the preparation of meeting minutes, financial reports, monthly summary and building permit reports, as well as quarterly closing reports and Metrostudy briefing recaps for the Board of Directors. Contact builders and developers to encourage financial participation, and monitor contributions of same. Supervise day to day operations of checking and investment accounts and make recommendations for investments and use of funds. Coordinate public relations efforts.
- 10% Facility Planning Advisory Committee (FPAC): Serve as official staff liaison to the FPAC. Provide staff assistance to the Facility Planning Advisory Committee, which reviews enrollment projections and building capacities, evaluates and recommends school boundary area revisions and names for new facilities, plays an active role in bond program development, and considers other facility and planning related issues. Coordinate regularly with the chair of the committee and prepare agendas and presentations for the monthly meetings.
- 9% Open Enrollment – Choice of Schools: Coordinate the open enrollment and roll forward process with the Infinite Campus (IC) team, the Communications department, school staff, and an outside program source, if necessary. , Assemble data regarding any location code, schools, and/or boundary area changes for implementation by the IC team. Prepare updated documents for the District website. Assist in the development of the Open Enrollment–Choice of Schools policy and amendments, provide counsel to staff and principals on procedures, and track student movement. Continue to monitor open enrollment activity in order to analyze impacts on programs, schools and projections. Advise parents, principals and school staff on open enrollment procedures. Determine which schools should be closed or open for each school year based on capacity and projection information.
- 5% Boundary Planning: Coordinate and facilitate the redistricting of school boundary areas when needed to relieve overcrowding or provide for a new school boundary area using GIS. Select and supervise boundary planning committees. Coordinate public participation process and formulate recommendations.
- 5% Intergovernmental and Other Agreements: Direct the implementation of new development related IGAs and supervise the monitoring of existing IGAs, individual cash-in-lieu agreements, and Participant Agreements for the CFFF. Create individual agreements for cash-in-lieu or land dedication for Brighton and Thornton. Create Participant Agreements for builders and developers to provide for financial contributions to the CFFF.
- 5% Data Requests: Respond to inquiries from staff and community regarding enrollment forecasts, enrollment and open enrollment policies and implementation, school boundary areas, residential development, future school sites, population and demographic statistics, and other planning data.
- 2% Building Capacity: Evaluation of school capacity for all District schools. Determine overall methodology and any changes for evaluating the capacity of school facilities. Review building usage, programming changes, class size, and other physical changes that impact capacity.

2% Land Acquisition/Sale of Land: Coordinate land acquisition efforts for the District with the Chief – Operations Officer. Work with developers and municipalities regarding identification and acquisition of appropriate school sites and possible joint use sites. Evaluate constraints and issues with each land parcel for potential acquisition. Review legal documents and coordinate the acquisition of deeds, title policy, title insurance and other applicable agreements and documents. Develop and maintain data on district owned real estate, water rights, and property leased by the district, including building, land, water and mineral rights, easements, contracts, leases, deeds, and title commitments.

2% Perform other duties as assigned.

### **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in Community and Regional Planning or similar discipline
- AICP certification and/or five years planning experience for a school district or local government
- Minimum of three years supervisory experience
- Equivalent combination of education and experience may be substituted for this requirement
- Excellent written and verbal communication skills
- Complex problem solving skills
- General planning, design, and projection experience
- Statistical and analytical skills
- Knowledge and experience in development approval process, impact assessment and reviewing and negotiating complex land use issues
- Computer proficiency with Microsoft Office products: PowerPoint, Word, Publisher, Access, and Excel
- Proficiency with GIS and ESRI ArcView

**EQUIPMENT USED:** Telephone, computer, facsimile machine, copier/ printers, audio/ visual equipment and other business related equipment.

### **PHYSICAL REQUIREMENTS:**

1. Ability to operate an automobile.
2. Ability to grasp, push and pull objects and instruments.
3. Ability to perform various aspects of work requiring occasional bending, stooping, walking, standing, kneeling, squatting and reaching.
4. Ability to hear routine conversation, to hear and distinguish various signals, such, telephone, etc.
5. Ability to see and distinguish small objects at a close distance.

**ENVIRONMENTAL CONDITIONS:** The duties of this position are performed outside and inside. Individual must travel to and from various district facilities. Individually is occasionally exposed to

adverse weather conditions, fumes from cleaning materials, loud noises, and mechanical and electrical hazards.

**OTHER REQUIREMENTS:**

1. Ability to understand, exchange, and present verbal information/instruction with others of varied backgrounds.
2. Ability to read and understand written materials.
3. Ability to translate verbal communication into effective written material, e.g. reports and other documents.
4. Ability to summarize written material into effective verbal communication, e.g. oral reports to groups or individuals.
6. Ability to understand and perform mathematical computations.
7. Ability to apply problem solving skills in developing solutions for unanticipated issues and challenges.
6. Ability to conceptualize and apply analytical skills.
7. Ability to identify conflict and take the steps necessary to resolve the issues.
8. Ability to perform responsibilities without close supervision.
9. Ability to understand and follow complex oral and written instructions.

Approved:  
School District 27J