

**27J SCHOOLS**  
**CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Planning Technician  
**Date Prepared or Last Modified:** Nov 2022.  
**Work Year:** 12 months  
**Department:** Planning  
**Reports To:** Planning Manager

**SUMMARY** Responsible for assisting the Planning Manager with the collection and analysis of enrollment and residential development data within the district. Prepares digital mapping and data using ArcGIS software. Provides administrative and staff support to the Facility Planning Advisory Committee and the Executive Director for the School District 27J Capital Facility Fee Foundation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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|---|-----|---|
| W | 18% | Monitor progress of new residential subdivisions by collecting and analyzing closings and building permit data. Communicate verbally and in writing with developers, builders, sales personnel and demographer. Create, maintain and update attribute tables pertaining to subdivision growth in one or more of the following database systems: Access, ArcGIS, Infinite Campus, and Excel.   |
| W | 20% | Gather student enrollment information for district and charter schools and prepare a summary report for distribution to administrative staff. Pull student data from Infinite Campus for analysis. Maintain enrollment tables and charts. Update annual demographic report and school snapshots. Provide administrative support to Planning Manager that includes maintaining files and assisting with planning studies and projects related to projected district growth.                                      |
| D | 20% | Process Capital Facility Fee and cash in lieu of land dedication payments from developers and builders. Prepare receipts and deposits and maintain databases. Maintain contact and relationships with developers and builders. Work with the 27J finance department and CFFF auditor to ensure accuracy and adherence to best practices in record keeping. Maintain extensive Access database for Foundation consisting of developers, subdivisions, participants and financial information for the Foundation. |
| M | 10% | Provide staff support to the Executive Director for the Foundation by preparing informational and financial reports for the Board of Directors. Act as secretary to the Capital Facility Fee Foundation by attending Board meetings, making meeting arrangements, preparing meeting packets, transcribing and distributing minutes. Update files and documents in preparation for the annual CFFF audit. Maintain the CFFF page on the 27J Schools website.   |
| D | 10% | Provide technical support and respond to public inquiries pertaining to growth issues and school boundary area assignments. Work with the 27J Infinite Campus team and school staffs to maintain accurate address and student data records. Review Online Registration Pending Address Report and address data reports and make necessary corrections.  |
| M | 10% | Prepare and update ArcGIS digital mapping and data. Update school boundary area maps. Design special maps and displays for community, schools, departments and other outside agencies.  |
| M | 10% | Coordinate meetings for the Facility Planning Advisory Committee. Assist in school naming and boundary area planning processes. Act as secretary by attending monthly committee meetings, making meeting arrangements, preparing meeting packets, and generating technical maps and other reports as needed.  |

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Ongoing      2%      Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING** High school diploma or equivalent, plus specialized advanced courses equivalent to two years of college in Planning, Geography, Public or Business Administration or related field.

**EXPERIENCE** No experience required, prefer experience in urban planning or related field.

**SKILLS, KNOWLEDGE, AND EQUIPMENT** Must have basic mathematics, writing, reading, interpreting maps and computer software skills. Ability to work with others and general knowledge of planning and/or geography. Operating knowledge of and experience with computer, fax, phone, copier, Microsoft Excel, Word, PowerPoint, Publisher, Access, and ArcGIS required at hire. Operating knowledge of and experience with Infinite Campus database preferred at hire and must be acquired within two months of hire.

**CERTIFICATES, LICENSES, & REGISTRATIONS** Valid Colorado driver's license required at hire. Notary Public license preferred at hire.

**JUDGMENT AND DECISION MAKING** Work is assigned by the Planning Manager. This position requires application of position knowledge to efficiently maintain databases, mapping programs and reports and follow Capital Facility Fee Foundation guidelines. Work is guided by 27J Schools policies and procedures. Decision making requires collaboration with district staff within 27J.

**DIVERSITY OF DUTIES:** Duties are technical and/or operational in nature perhaps crossing several technical areas or fields within a department or building. Duties require the use of independent thinking and interpretation of facts and involve significant cross training.

**SAFETY TO SELF AND OTHERS** Low exposure to self to cuts and bruises due to minor office accidents.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. No specific vision abilities required by this job.

**WORK ENVIRONMENT** While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to communicate, use interpersonal skills and compile. Frequently required to compare, analyze, copy, coordinate, compute and synthesize. Occasionally required to evaluate and negotiate.