

FACILITIES PLANNER

DEFINITION

Under the supervision and direction of the Director of Facilities Development, coordinates and develops short and long-range plans for the District's facilities and planning program and compiles information and reports.

DISTINGUISHING CHARACTERISTICS

This position requires a broad knowledge of the procedures, laws, and technical requirements related to facilities planning and the ability to provide a high level of technical assistance to the Facilities Department.

ESSENTIAL FUNCTIONS

Coordinates and develops the short and long-range plans for the housing of students and related District support functions.

Coordinates the development of the District's facilities master plan, developer fee justification studies, and school facilities needs analysis.

Monitors and tracks legislation and court cases and prepares responses as necessary.

Coordinates the imposition of developer fees, expenditures, and provides clarification regarding implementation of the fees.

Assists in the processing and preparing of environmental (CEQA) compliance documents, State Department of Education documents, and Office of Public School Construction documents.

Prepares maps, notices, public information documents, and other informational items.

Prepares data and support materials and project applications for the State School Building Program.

May assist in the planning of new facilities and modernization projects, including education specification committees, architect and inspection selection, and plan review.

Provides documentation and analysis on General Plan and Community Plan updates.

Conducts and analyzes student yield rate studies, develops research procedures for the projection of student enrollments and housing trends, as directed, and tests and analyzes the effectiveness of newly developed projection methods.

Researches, coordinates, and monitors information on residential/commercial/industrial subdivision activities and provides documentation on their impact on the School District.

May assist in the development, coordination, implementation, and monitoring of school construction projects, as assigned, including the maintenance of the records related to field orders, change directives, change orders, and field reports of construction projects.

Provides information to other District offices, such as Maintenance, Transportation, and Fiscal Services.

Responds to technical questions and provides information regarding routine legal mandates, policies, regulations, and operational guidelines to the public and various public agencies.

Initiates and answers telephone calls; makes appointments; composes correspondence; maintains files; compiles and prepares reports.

Prepares or drafts letters, reports, bulletins, and memorandums, including material of a confidential nature.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Skills

School facilities planning; OPSC, SAB, DTSC and DSA; applicable federal, state, local planning laws, rules and regulations; research and analysis procedures, projection methods for birth/population/housing/enrollment trends; CEQA rules and regulations; office procedures and practices including report writing; English usage, spelling, grammar and punctuation; computer literate.

Ability to

Develop planning documents; visualize conceptual plans and designs; develop cost estimates and analyze situations and data accurately; present data graphically and to write and speak effectively; establish and maintain effective working relations with all District personnel, public and private agencies; to operate computers, plan work and carry through without supervision; and willing to work additional hours periodically and travel locally.

Experience and Education

Graduation from a four-year accredited college with emphasis on planning, public administration, or closely related field. Experience at a technical level in planning or a closely related field may be substituted for the required education on a year-to-year basis.

Approved: 11/12/93; Revised 9/97, 1/10/02