



FACILITIES PLANNER

DEFINITION

Under the supervision and direction of the Director of Facilities Development, coordinate and develop short and long-range plans for school housing facilities and compile 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

Assists in the coordination and development of short and long range plans for the housing of students and related district support functions.

Assists 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.

Coordinates, as directed by the Director of Facilities, the imposition of developer fees, expenditures, and provides clarification regarding implementation of the fees.

Assists in the processing and reviewing of environmental compliance documents.

Assists in the research and development of the district's facilities master plan and developer fee justification studies.

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

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

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

Assists in the placement of portable and relocatable school housing including the evaluation of sites for appropriate location and placement.

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

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 their impact on the school district.

Coordinates with 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

Facilities planning, purchase, lease and use agreements and procedures; research procedures, projection methods for births/population/housing/enrollment trends; office procedures and practices including reports 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; supervise the work of others; and willing to work additional hours periodically and travel locally.

Experience

A minimum of 2 years experience in facilities planning; prior work experience with a school district working with school impacted facilities desired.

Education

Graduation from a four-year accredited college or work experience equivalency.
Possession of a valid California driver license.

11/12/93

Revised: 9/18/97

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