

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

FACILITIES PLANNER

QUALIFICATIONS

- Bachelor's Degree from an accredited institution in planning, architecture, engineering, geospatial intelligence, public administration, or related field. Master's Degree preferred.
- Minimum of four (4) years combined experience in geospatial analytics, facilities planning, or urban planning.
- Experience with planning computer software applications to include spreadsheet, demographic, and Geographic Information Systems software.
- American Institute of Certified Planners (AICP) certification preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge and understanding of educational facility planning with ability to apply knowledge in problem-solving situations and scenario-based analysis.
- Knowledge of applicable regulations, laws, and codes relative to educational facilities planning.
- Ability to undertake demographic research, geospatial analysis, and predictive modeling to support the facility planning and facility investment decision-making process.
- Ability to work effectively with administrative staff, local government staff, urban planners, elected and appointed officials, and the public.
- Ability to communicate effectively as evidenced by clarity and conciseness of oral and written presentations.
- Ability to professionally present and respond to issues at all public hearings.
- Ability to analyze, interpret and use data in decision-making.

SUPERVISION

REPORTS TO Executive Director of Operations
SUPERVISES Assigned Staff

POSITION GOAL

To manage and coordinate the District's planning functions related to school facilities with local governmental agencies based upon long-range and short-range goals.

PERFORMANCE RESPONSIBILITIES

1. *Oversee the District's Interlocal Agreements, related studies and databases, and special projects related to facilities planning.
2. *Assist in the development of the District Capital Improvement Plan and serve as a liaison to municipalities, the County, and utility providers to coordinate infrastructure requirements to support District school needs.
3. *Assist in securing all local and state approvals necessary for site acquisition of educational facilities.
4. *Serve as the District's representative on appropriate municipal and county development review committees and intergovernmental boards dealing with coordination, planning, and growth management issues.
5. *Represent the District at public hearings and/or submit applications and impact fee statements to appropriate governmental agencies concerning zoning or development approvals, which are pertinent to schools and related facilities.
6. *Provide recommendation to County and Municipal Land Planning Agencies regarding school impacts.
7. *Develop recommendations for the annual and long-range Educational Facilities Plan.
8. *Identify needs using demographic studies, educational programs, transportation, and communication needs with input and involvement of appropriate personnel.
9. *Acquire and maintain expertise in the provisions of appropriate sections of local, state, and national laws and regulations.
10. *Coordinate, schedule, and compile documentation for the Department of Education's 5-Year Educational Plant Survey, Annual Five Year Work Plan, and related supplemental facilities survey.

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11. *Monitor growth trends, identify information requirements, and modify plans accordingly, assuring that all affected stakeholders are involved in plan modification.
12. Perform other related duties as assigned by the Executive Director of Operations.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Bending

Lowering the body forward from the waist

Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

Repetitive Motion

Substantial and continuous movements of the wrists, hands, and/or fingers.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

WORKING CONDITIONS

Indoors / Outdoors

The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-10-F \$66,346 - \$101,772

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 14
EEO-5 Line 44
Function Vary
Job Code 1460
Survey Code 74020

FLSA

- Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

December 15, 2020
June 21, 2005

ADA Information Provided by Joseph Ranaldi
Position Description Prepared by Joseph Ranaldi