

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Facilities Planner	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Institute for Learning	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	060 OTBS
REVISED:	August 14, 2001		

BASIC FUNCTION:

Assist in the planning, gathering and statistical analyses of data related to facilities inventory and utilization, school capacities, portable facility moves and other activities; design and conduct collaborative long- and short- range planning projects with other government agencies, schools, and community groups.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Compile data, develop computerized statistical models and prepare reports on facilities inventory, site utilization and school capacities, with recommendations for management decision making. **E**

Provide liaison to community advisory committees and planning groups for short- and long-range planning goals and objectives; meet with community advisory committees regarding planning standards; review architectural plans and interpret to others as needed. **E**

Provide statistical and technical support and coordination for interdivisional and departmental staff. **E**

Prepare financial analyses; develop preliminary cost estimates for building and alternative projects and for relocation of portable buildings. **E**

Coordinate the annual survey of portable building needs; prepare annual reports on portable facilities inventory and relocation; maintain records of existing facilities and prepare reports and recommendations regarding placement of portable buildings and remodeling of existing facilities. **E**

Establish and maintain liaison with appropriate city, county, state and federal agencies to coordinate school planning with other public agencies; develop planning information for district Executive Committee level staff and the Board of Education as assigned; coordinate surveys with city, county, and federal agencies and act as a district representative for advisory committees and planning groups. **E**

Review current research related to educational planning and facility utilization and identify implications for the district; visit school sites to obtain facilities data and determine effective use of facilities; evaluate facility needs and recommend solutions. **E**

Review environmental reports, government regulations, legislation, proposed legislation, and various publications for impact on district short- and long-term facilities plans. **E**

Prepare applications and reports related to obtaining funding for facilities. **E**

Attend meetings and conferences and serve on committees. **E**

Train and direct the work of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a major in public or business administration or other appropriate field, and two years of recent, progressively responsible experience in educational or facilities planning activities including planning of educational or public facilities, statistical analysis, and the use of computer applications in a large school district or public agency.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Quantitative and qualitative methodology and of theories, principles and practices of facilities planning.
Use of statistical analyses.
General characteristics and related costs of a variety of school construction methods, architectural features and building and room designs.
Technical aspects of field of specialty.

ABILITY TO:

Use statistical analyses.
Read architectural plans and blueprints.
Use computerized data bases and models.
Prepare financial analyses.
Prepare narrative and statistical reports and recommendations.
Operate standard office equipment including microcomputers and related software applications.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with all levels of district staff, other agencies, community planning groups and the public.
Plan and organize work.
Meet schedules and time lines.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files; lifting light objects.

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