

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Supervising Facilities Planner	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	049 Supervisors'
REVISED:	January 27, 2003		

BASIC FUNCTION:

Supervise the planning, gathering, and statistical analyses of data related to facilities inventory and utilization, school capacities, portable facility moves, and other activities; act as district resource and liaison to other agencies including city and county planning departments; provide support service to community planning groups for short- and long-range planning projects; select, train, supervise, and evaluate assigned staff.

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

Supervise the functions and staff involved with facilities planning services. **E**

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

Preview reports submitted by professional staff on facilities planning and other services for short and long-range goals and objectives. **E**

Provide liaison to community advisory committees and planning groups for short and long-range planning projects; provide statistical and technical support and coordination for interdivisional and departmental staff. **E**

Review current research related to educational planning and facility utilization and identify implications for the district. **E**

Visit school sites to obtain facilities data and determine effective use of facilities. **E**

Conduct and participate in various meetings for facilities planning; coordinate surveys with city, county, and federal agencies and act as a district representative for advisory committees and planning groups. **E**

Prepare reports for community planning committee with recommendations for community planning and assist district staff with response reports. **E**

Maintain records of existing facilities and prepare reports and recommendations regarding placement of portable buildings and remodeling of existing facilities. **E**

Meet with community advisory committees regarding planning standards; review architectural plans and interpret to others as needed. **E**

Evaluate facility needs and recommend solutions. **E**

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

Supervise the annual survey of portable building needs; prepare annual reports on portable facilities inventory and relocation. **E**

Establish and maintain liaison with appropriate city, county, and federal agencies to coordinate school planning with other public planning agencies. **E**

Present planning information to district cabinet level staff and the Board of Education as assigned. **E**

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

Attend meetings and conferences and serve on committees; select, train, supervise, and evaluate 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, supplemented by coursework in facilities planning, statistics, and the use of computer-based research methods, and three years of recent, progressively responsible experience in educational or facilities planning activities including responsibility for supervising professional level staff in an educational or public facility planning setting. Additional coursework in finance, law school, civil engineering, and architecture is desirable but not required

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF

Quantitative and qualitative methodology.

Theories, principles, and practices of facilities planning.

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.

Reading and writing English communication skills.

ABILITY TO:

Statistical analyses

Read architectural plans and blueprints.

Use computer database and models.

Prepare financial analysis.

Train, supervise, and evaluate work of assigned staff.

Prepare narrative and statistical reports and recommendations.

Establish and maintain effective working relationships with others.

Plan and organize work.

Prepare financial analyses.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read and proofread documents; sitting 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 and supplies; lifting light objects.

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