

FACILITIES PLANNER

DEFINITION

Under direction of the Director of Planning, assumes responsibility to manage, oversee, and coordinate facilities planning activities related to capital facilities projects, including new construction, modernization and renovation.

DISTINGUISHING CHARACTERISTICS

This position will perform both general and technical support, as well as project coordination related to all capital facilities projects.

OCCUPATIONAL GROUP

Classified (Management)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Analyzes student enrollment projections and enrollment surveys to evaluate needs and capacities. **(E)**
2. Assists in the preparation of short-range and long-range facilities plans and maintains the school site 1A diagrams. **(E)**
3. Coordinates, manages, and oversees planning and pre-construction activities for the new construction, modernization, and/or renovation at District school sites. **(E)**
4. Develops and maintains facilities projects and audits files for all planning and construction activities as necessary. **(E)**
5. Serves as liaison to school sites, other District departments, consultants, and state and local agencies as they relate to facilities planning activities. **(E)**
6. Prepares oral and written reports, presentations and agenda items as they relate to facilities planning activities. **(E)**
7. Researches and applies federal, state, and local laws, regulations and trends, and District policies, regarding facilities planning activities. **(E)**
8. Develops and recommends new or revised policies, procedures, rules, and regulations as related to facilities planning activities. **(E)**

9. Coordinates project development and facilitates communication among consultants and other District departments such as Maintenance and Operations, Construction, Business Services, Purchasing, and Educational Services. **(E)**
10. Assists in the review, analysis, preparation, and administration of contracts related to facilities planning activities.
11. Participates in the preparation of project budget recommendations, manages and maintains budgets and expenditures to ensure compliance with state auditing requirements. **(E)**
12. Reviews and analyzes fiscal activities related to facilities planning, construction accounting, budgeting, payment processing and audit requirements of both local and state regulations. **(E)**
13. Other duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- Principles of management, administration, organization and facilities planning;
- Principles of school facility financing mechanisms, including community facility districts, local general obligation bond, developer fee collections, state resources, etc;
- Design requirements for school facilities;
- State school building construction policies as they relate to funding, reporting and auditing;
- Principles and practices of accounting and budget preparation and monitoring;
- City, county, state and federal laws, rules and regulations as they relate to school construction;
- Contract preparation and negotiation;
- Site acquisition guidelines, cost control guidelines, value engineering, constructability reviews;
- Project close-out procedures with the division of the architect and the office of public school construction.

Ability to:

- Work effectively with limited supervision;
- Work under pressure of strict deadlines;
- Handle and retain confidential information;

- Communicate effectively, both orally and in writing;
- Understand and carry out oral and written directions;
- Make mathematical computations with speed and accuracy;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Operate a computer terminal using various software programs.

EXPERIENCE

Minimum of three (3) years of management experience in school district business, especially as it relates to facilities planning and construction.

EDUCATION

Graduation from a recognized college or university with a major in architecture, planning, construction management, or a related field.

WORKING CONDITIONS

- Indoor and outdoor, District-wide environment;
- School construction sites and office environment;
- Frequent interruptions;
- Statutory deadlines;
- Subject to driving to various District locations to conduct work during the day;
- Subject to various emergency situations;
- Extensive contact with internal staff, community and agencies.

PHYSICAL ABILITIES

- Dexterity of hands and fingers to operate a computer keyboard;
- Sitting for extended periods of time;
- Seeing, hearing and speaking to exchange information in person or electronically;
- Walking over uneven surfaces and up stairs;
- Extended viewing of computer monitor.

HAZARDS

- Exposure to flying debris or nails;
- Extended viewing of computer monitor;
- Noise;
- Working around and with machinery having moving parts.

SPECIAL REQUIREMENTS

Must possess, or obtain prior to appointment, a valid California driver's license. Must have the ability to obtain and maintain insurability status under the District's vehicle insurance policy.

Board Approved: 05/18/06