

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Facility Planner	REPORTS TO:	Director I Facilities Management
DEPARTMENT:	Facilities	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	June 23, 1998	SALARY:	Range E1; Tier IV, Management Salary Schedule

SUMMARY DEFINITION:

Provide technical assistance to the Director of Facilities in the administration of the District's Facilities and Planning Program; assist in the coordination and development of facility projects; perform diverse tasks in the collection, processing, and maintenance of a wide variety of information.

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

Analyze the boundaries assigned to each school and make recommendations for changes as they become necessary due to changing demographics. **E**

Summarize data concerning such areas as school attendance, school boundaries, and student enrollment. **E**

Research and document information for student generation and enrollment projections as a component of forecasting short and long-term enrollment projections. **E**

Contact County and City Planning Departments, County Assessor's Office, and other State and local agencies to gather information. **E**

Assist with coordination on facility projects from design through occupancy. **E**

Prepare data and other support materials for any Mello-Roos or Maintenance Assessment Districts. **E**

Make periodic special reports to District personnel on school planning. **E**

Prepare maps, notices, public information documents, information pieces, and correspondence. **E**

Maintain geographic information system. **E**

Respond to and prepare categorical exemptions, negative declarations, and other environmental documents. **E**

Update educational specifications for school facilities to meet current educational program requirements. **E**

Assist with preparation of Facility Master Plans, Updates and Fee Justification studies and make recommendations for new schools, expansion of existing schools, and modernization of existing facilities. **E**

Assist in preliminary budget preparation for the Facilities Department. **E**

Attend, participate in and make presentations at Board, District-wide, and community meetings. **E**

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Represent the District at meetings with other public agencies in matters relating to school facilities. **E**

Prepare and present reports to management and other personnel. **E**

Make judgments regarding projections, yield factors, and other data. **E**

Make independent decisions regarding planning issues. **E**

Interface with all levels of District personnel in matters relating to facility planning issues. **E**

Supervise and evaluate assigned personnel.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to: B.A. or B.S. with an emphasis in urban planning, statistics, or business economics. Three to five years of experience as a planner or performing comparable duties in private industry or a public agency.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable federal, state, local planning laws, rules and regulations.

Applicable NEPA and CEQA statutes, laws, rules, and procedures.

Statistical and research methods for the collection, analysis, and presentation of data on school student generation and enrollments.

Planning and organizing.

Computers, spreadsheets and word processing programs.

Cost controls.

Verbal and written communication skills.

Data collection, analytical methods and procedures.

Report writing and record-keeping techniques.

ABILITY TO:

Meet District standards of professional attitude as outlined in the Code of Ethics for Management Employees.

Interpret city and county planning and zoning information and its impact on the District.

Prepare accurate maps, plans, charts, graphs, and tables.

Understand and interpret legal property descriptions, topographic drawings, maps, and field notes.

Perform complex professional planning work.

Analyze situations and develop appropriate recommendations.

Plan and schedule activities for optimum efficiency.

Maintain current knowledge of State of California Education Code, Board Policies and Administrative Regulations.

Perform research, analyze data, and produce a variety of reports.

Read, understand, explain, and implement policies and procedures.

Operate a personal computer and software programs.

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- Conceptualize and work at detail level.
- Use appropriate judgment in diverse and emergency situations.
- Work cooperatively and communicate effectively.
- Prepare comprehensive technical materials.
- Prepare and present complete and accurate written and verbal reports.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Prioritize, plan, organize, and schedule work.
- Give and receive oral and written instructions using proper English.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor working environment; driving a vehicle to conduct work; seasonal heat and cold or adverse weather conditions.


PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; seeing to read and prepare maps, plans, charts, graphs, tables, property descriptions, topographic drawings, and related documents and view computer monitors; hearing and speaking to exchange information and make presentations; lifting moderately heavy objects; sitting or standing for extended periods of time.

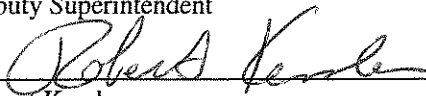
APPROVALS:



Kathleen Goldman
Deputy Superintendent



Date



Robert Kessler
Superintendent



Date