

Facilities Planning Analyst

Purpose Statement

The job of Facilities Planning Analyst is done for the purpose of performing highly complex data collection, tabulation, data entry and analysis work and/or managing District site rentals; planning and scheduling the use of facilities by community members and organizations; coordinating events with District administrators and community organizations; and providing accurate information.

This job reports to Assigned Supervisor

Essential Functions

- Analyzes information regarding community needs and District facilities for the purpose of making District facilities available, providing recommendations for the use of facilities, and ensuring the integrity of District facilities for users.
- Communicates with administrative staff, municipalities, local governments, administrators and outside organizations for the purpose of coordinating activities, resolving issues and conflicts, and exchanging information.
- Coordinates with vendor/subcontractor and/or project managers for the purpose of ensuring notifications are sent and/or needed signage is installed.
- Coordinates District spaces and scheduling for community activities for the purpose of facilitating, safe, and efficient events at rented District facilities.
- Forecasts facility usage information/data for the purpose of providing information and making recommendations.
- Maintains a variety of documents, files, and records for the purpose of providing up-to-date reference materials.
- Manages the process of District facilities available for rent for the purpose of meeting the needs of the community while ensuring compliance with established guidelines.
- Participates in meetings (e.g. staff, community groups, administration, etc.) for the purpose of conveying and gathering information required to perform functions.
- Performs advanced, complex data collection, tabulation, data entry and analysis work for the purpose of assisting in the operation of facilities management services and ensuring efficiency in administering the District's demographics and facilities planning functions.
- Researches a variety of work-related topics for the purpose of meeting the needs of the community while ensuring compliance with relevant requirements.
- Responds to inquiries for the purpose of providing required information, resolving issues, and making recommendations.
- Reviews and inspects contractors' applications for construction projects for the purpose of fulfilling the requirements of prequalification for contractors planning to participate in bidding on District projects.
- Verifies contractors' Certificate of Liability, bonds and Department of Industrial Relations Project registration for the purpose of creating requisitions/purchase orders.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; communicating with diverse groups; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; local government administration and budgeting; geographic Information; systems applications; and pertinent computer software applications.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; adhering to safety practices; being attentive to details; meeting deadlines and schedules; working with frequent interruptions; and working under time constraints.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required. Experience collecting, analyzing and interpreting complex data and three years of experience using complex excel spreadsheets and database systems. Prior experience working in facilities planning or MOT (maintenance operations and transportation), school planning or construction office; or at a County Assessor's office; or in a city or planning office preferred. Prior knowledge of SRVUSD databases, enrollment reports and maintenance of a street validation system is preferred.

Education (Minimum): High school diploma or equivalent. Work experience and education equivalent to two years of college (moved to Experience)

Required Testing

None Required

Continuing Educ. / Training

District Mandated Training

Certificates and Licenses

Valid Driver's License

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 24