

Job Description

Job Title: **Planning Manager**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **February 2017**

Job Code: **5011**
 FLSA Status: **Ex - P**
 Pay Grade: **L 09**
 Work Year: **12 months**

SUMMARY: Responsible for a wide range of activity related to the facility planning and admissions functions of the district. Manage the district’s short and long range facility planning efforts, including management of the Geographic Information System (GIS), projecting enrollment for all schools, management of the district’s housing development database, new development review, site planning and real estate acquisition and disposal. Manage the admissions processes including the new student enrollment, schools of choice and school transfer processes among others.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Lead, implement and manage the district’s short and long range planning efforts. Provide professional guidance and expertise in planning-related issues to district leadership, parents and community members. Collaborate with city planners, developers and design firms regarding school planning issues. Represent the district at local councils, commissions, planning committees and boards.	D	20%
2. Manage the development, implementation and operation of the district’s GIS school planning systems, housing inventory databases, district address database, demographic data and other databases used for planning purposes. Provide data to other departments and staff as needed.	D	15%
3. Research, analyze and determine need for boundary changes and determine which schools are open for Choice applications, providing optimum use of existing facilities. Facilitate and provide support to the district’s long range planning committees. Serve as active district liaison regarding boundary changes, enrollment, long and short range planning.	Q	20%
4. Lead, implement and manage the district admissions processes including the Schools of Choice Program, School Transfers, Declaration of Residence, home school and foreign exchange programs. Provide guidance to school staff and coordinate quarterly staff meetings. Provide counsel to staff and public on procedures and policies. Monitor, track, and report student movement. Review appeals and coordinate with Chief Operating Officer’s (COO) office.	D	15%
5. Develop facilities master plan to analyze the makeup of the district at total build out including future school sites and five-year and 20 year total build-out enrollment forecasts for all schools. Determine space needed to accommodate projected enrollments, new programs and need for mobile classroom units.	A	5%
6. Assist with the development and maintenance of a space utilization model to provide for better utilization of district facilities. Work with the COO to determine the variance between capacity and enrollment. Develop recommendations for modular housing plans and constructing new school facilities and recommend acquisition/disposition of land based on land needs with relation to enrollment centers.	D	5%
7. Analyze, compile, and prepare responses to residential development referrals from local municipalities as to the impact of new growth on existing schools and the need for public land dedications for new schools. Oversee the cash-in-lieu of land dedication for public school sites process. Respond to inquiries regarding site ownership, easements and IGA’s etc. Work with consultants to perform site analysis including providing legal descriptions, surveys and other documents as required.	D	5%
8. Maintain real estate records of district-owned facilities. Ensure newly executed legal documents are recorded as appropriate. Research site ownership, availability for and accessibility to utility services. Participate in and provide support with negotiations regarding land acquisition and disposition. Represent the district at real estate closings and coordinate legal counsel for real estate matters. Provide comments and clarification to pending plats, referrals, and provision for adequate school access, site preparation, and municipal obligations.	D	5%

Contract with and monitor performance of professional consultants for necessary services including real estate due diligence.		
9. Analyze census and other data to determine the need for re-districting Board of Education Director District boundaries and for other staff uses. Develop and prepare re-districting alternatives for presentation to staff, Superintendent and Board of Education.	D	5%
10. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in urban/ regional planning, GIS or related field.
- Master’s degree in public administration, urban and regional planning or other related field preferred
- Minimum of seven (7) years of experience in school, urban or regional planning and/or GIS.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to frequently travel among district facility school locations.
- American Institute of Certified Planners (AICP) certification or GIS Certification Institute (GISP) certification preferred or other professional certifications as appropriate.
- Membership in the Colorado Educational Planners Association (CEPA), GIS Colorado (GISCO), American Planning Association (APA) preferred and other professional organizations as appropriate.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication, interpersonal and organizational skills.
- Strong data analysis ability.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Demonstrated skills in educational planning, including enrollment, forecasting and geographic information systems.
- Advanced understanding of spatial analysis.
- Advanced skill with personal computers, including ability to use spreadsheets, databases and word processing software for data analysis and to work with large databases.
- Ability to prioritize, develop directives and deadlines and manage process of all projects.
- Proficient analytical and technical writing ability.
- Knowledge of city planning practices.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computers including Microsoft Word and Power Point.
- Spreadsheet and database applications including Microsoft Access and Excel.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Operating Officer	3075

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Business Application Support Clerk	1	050201

- Supervisory responsibilities include hiring, disciplining, directing work, assigning work and training.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Initiate and recommend initiation of requisitions.
- Maintain and order supplies, equipment and inventory for the department.
- Contract for professional services.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	