

Job Title: **Planning Manager**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **5011**
 FLSA Status: **Ex - P**
 Pay Grade: **L 12**

SUMMARY: Responsible for a wide range of activity related to student population management including demographic planning, admissions, interagency relations and facility maintenance functions of the district. Manage the district’s short and long range demographic planning efforts, including tracking new development and determining its impact to district operations, management of the Geographic Information System (GIS), projecting enrollment for all schools, and real estate acquisition and disposal. Manage the district’s admissions processes including new student enrollment, schools of choice program and school transfer processes among others. Responsible for the operation and leadership of the Facilities Maintenance support staff. Provide assistance to the Chief Operating Officer and senior management for intergovernmental agreements.

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. Responsible for and provides leadership, coordination, supervision, and administration for district student population management including student enrollment projections, boundary and district master planning, admissions, the district’s geographic information systems, real estate acquisition and disposition.	D	50%
2. Responsible for and provides leadership, coordination, supervision, and administration for the Facilities Maintenance Department front office support staff. Provide leadership to staff by exhibiting behavior consistent with district goals. Enable department staff to successfully and efficiently meet department goals and objectives.	D	25%
3. Maintain and assist in the development of intergovernmental agreements (IGA) and historical records with municipalities and other agencies. Administer IGA agreements for district and governmental interactions. Review IGA agreements to ensure compliance. Provide information to municipalities, community, staff, and schools regarding IGA policy and procedures.	W	5%
4. Evaluate, recommend and implement appropriate staffing levels for each department. Provide or ensure through direct reports, timely, accurate and appropriate evaluation and feedback of staff performance in accordance with district guidelines. Responsible for review, approval and verification of reported time in district time and labor system. Analyze time and labor reports.	W	5%
5. Collaborate with chief operating officer regarding real property acquisition, student population shift management, district master planning, admissions, intergovernmental relations and agreements.	W	10%
6. 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 five (5) years of experience as a school/school district administrator preferred.
- Minimum of eight (8) years of experience in school, urban or regional planning and/or GIS.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

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	5	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

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	