

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

SUPERVISOR OF PLANNING

QUALIFICATIONS:

- (1) Bachelor's Degree or above from an accredited institution and/or appropriate licensing and certification to perform job function.
- (2) Above average skills in oral and written communications.
- (3) Advanced computer skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Positive interpersonal skills. Knowledge of a skill to utilize software, computer, spreadsheets and data sheets. Ability to communicate orally and in writing with a wide range of people.

REPORTS TO:

Director of Planning

JOB GOAL

To assist the Director of Planning in providing the Pasco School District with viable strategies for housing students, effective land acquisition, managing growth and meeting the needs for new schools.

SUPERVISES:

Assigned Planning Support Personnel

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- * (1) Support all activities related to the acquisition of school sites or disposal of land.
- * (2) Work with county and municipal governments to facilitate school planning, land acquisitions, consistency reviews, and school concurrency.
- * (3) Assist in activities related to conducting educational plant surveys.
- * (4) Provide support services for the development of the District budget.
- * (5) Assist in calculating F.T.E. and A.D.M. projections.
- * (6) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- * (7) Knowledge of GIS mapping.
- * (8) Work with county government to manage impact fee program and updates.
- * (9) Work with county government to address off site improvements to support schools.

SUPERVISOR OF PLANNING (Continued)

- * (10) Work with county government to manage school concurrency program.

Communication

- * (11) Use effective oral and written communication strategies to interact with a variety of audiences.
- * (12) Attend relevant county and city government meetings.
- * (13) Communicate with school staff, District staff, and parents concerning school planning.
- * (14) Assist with all educational plant surveys and spot surveys when necessary.
- * (15) Assist in the completion of local, state, federal and other reports related to new construction.
- * (16) Assist in the negotiating and administering of contracts with construction managers, general contractors, sub-contractors, architects, and others contracted for facilities work.

Proactive Orientation

- * (17) Exercise proactive leadership in promoting the vision and mission of the District.
- * (18) Demonstrate initiative in the performance of assigned responsibilities.
- * (19) Anticipate potential problems and develop procedures to prevent or address them.

Critical Thinking

- * (20) Assist in the development of educational specifications for new buildings and updating the specifications.
- * (21) Assist in the development of annual and long-range plans for school construction needs.
- * (23) Support all activities related to the utilization and deployment of relocatable buildings.
- * (24) Assist in activities related to the development of school attendance boundaries.
- * (25) Assist in the development and implementation of the department's Continuous Improvement Plan.
- * (26) Assist in the development of the annual budget for the department.
- * (27) Assist in calculating, analyzing, and reporting population growth trends.
- * (28) Assist in providing cost impact analyses as requested.

Continuous Improvement

- * (29) Set high standards and expectations for self and others.
- * (30) Keep abreast of laws, regulations, and policies in assigned area of responsibility.
- * (31) Assist department staff in keeping up-to-date and well-informed about issues and changes in the area of responsibility.
- * (32) Assist school and District staff in keeping abreast of issues and requirements in assigned area.

SUPERVISOR OF PLANNING (Continued)

Facilitation

- * (33) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- * (34) Facilitate problem solving by individuals or groups.

Managerial

- * (35) Assist with the development and updating of the Project Priority List.
- * (36) Assist in the design, implementation, and maintenance of student population database files.
- * (37) Assist in maintaining of the Florida Inventory of School Houses (F.I.S.H.) reports for all School Board facilities.
- * (38) Prepare all required reports and maintain all required records.
- * (39) Assist in maintaining the project priority list for capital outlay projects.

Constancy of Purpose

- * (40) Serve on committees, councils, and /or task forces.
- * (41) Exhibit support for the District's vision, mission, goals, and priorities.
- * (42) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (43) Represent the district before the county commission.
- * (44) Serve as a district representative at emergency shelters as determined by the Superintendent.

Decisiveness

- * (45) Make and share decisions in a timely manner.
- * (46) Respond immediately to emergency situations.
- * (47) Address personnel problems promptly and directly.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 5

*Essential Performance Responsibilities

Board Action	_____
Approved	<u>10/5/04</u>
Revised	<u>2/6/07</u>