

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**Job Description**

<b>PLANNING SPECIALIST</b>		
Salary Schedule: 80N	Contract Work Days: 245 Daily Work Hours: 7.5	NNB – Exempt Status

**JOB GOAL:** To assist the Director of Planning in the maintenance of accurate data of school facilities, and the long range planning strategies for current and future schools.

**REQUIRED QUALIFICATIONS:**

1. Minimum of a bachelor’s degree from an accredited institution

**DESIRED QUALIFICATIONS:**

1. Proficiency in Excel, Access, Adobe Professional, and Word software applications
2. Experience in a K-12 setting

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to analyze problems, gather and organize data and facilitate solutions
2. Effective use of numerical and computational applications
3. Demonstrate initiative in fulfilling performance responsibilities
4. Ability to communicate effectively in written and oral form using positive interpersonal skills with a variety of audiences
5. Demonstrate knowledge of current laws, regulations, and policies in assigned area of responsibility
6. Possess advanced computer skills
7. Ability to organize, prioritize and manage time and task responsibilities

**REPORTS TO:** Director of Planning

**SUPERVISES:** Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

1. Facilitate annual FISH Certification
2. Gain proficiency in the below Office of Educational Facilities Information Systems (EFIS):
  - a. Florida Inventory of School Houses (FISH)
  - b. Five-Year District Facilities Work Plan (DFWP)
  - c. Educational Plant Survey
  - d. Spot Surveys
  - e. Facilities Lists
  - f. Project Priority List
  - g. Inventory of Relocatable Classrooms
3. Maintain a working knowledge of School Requirements for Educational Facilities (SREF) rules
4. Implement and maintain Emergency Shelter FISH information

5. Review and verify the accuracy of District facilities FISH reports
6. Coordinate the implementation of the Americans with Disabilities Act (ADA) signage plan
7. Assist and interact with Project Coordinators on new construction and remodeling projects
8. Participate and represent the Department of Planning on the Project Review Team
9. Prepare required reports and maintain accurate records in assigned areas of responsibility
10. Attend and participate in meetings in assigned areas of responsibility
11. Participate in appropriate staff development opportunities
12. Perform other duties as assigned