

**WALTON COUNTY SCHOOL DISTRICT**  
**POSITION DESCRIPTION**

**FACILITIES PLANNER**

**QUALIFICATIONS:**

1. Bachelor's degree or higher from an accredited educational institution in planning, public administration, business, architecture, urban design, engineering, building/construction management, educational leadership, or related field.
2. Minimum of five (5) years' experience in K-12 educational facilities planning or related experience.
3. Certificates and/or License(s) - American Institute of Certified Planners (AICP) certification and/or Geographic Information System (GIS) certification preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Facilities and Maintenance

**SUPERVISES:** Assigned Personnel

**POSITION GOALS**

This position focuses on long-range and comprehensive planning for school facilities. The employee will be responsible for evaluating and coordinating planning efforts related to school sites, with an emphasis on land use and development trends. A general knowledge of planning principles and their application to educational facilities is essential. Key responsibilities include monitoring residential growth and its impact on school capacity, as well as coordinating the timely and accurate preparation of: Educational Plant Surveys and Supplemental Surveys, Five-Year Facilities Work Plan, Maintenance and updating of Florida Inventory of School Houses (FISH) records. The employee will ensure that all planning efforts align with district goals and state requirements, supporting the efficient use of resources and the strategic development of school infrastructure.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to respond to concerns from the community, regulatory agencies, or business leaders.
2. Ability to effectively present information to the Board and public groups.
3. Ability to interpret a variety of instructions and complex detailed technical data.

4. Ability to read maps with intricate markings, land use surveys, and judge distance.
5. Ability to interpret legal descriptions, maps, aerial photography, and site plans.
6. Knowledge of county and municipal codes and regulations pertaining to planning, zoning, community development, and school capacity.
7. Knowledge of the principles and practices of comprehensive planning according to federal, state, and local regulatory requirements applicable to current and long-range planning.
8. Knowledge of School District Facilities Plan, Educational Plant Survey, Inter-local Agreement, FISH, and Concurrency Plan.
9. Strong organization skills and attention to detail, with ability to meet multiple deadlines.
10. Ability to remain calm in stressful situations.
11. Ability to work cooperatively to meet district and departmental goals.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Work with other governmental agencies and the public related to comprehensive plans and school planning.
2. Participate and attend local board meetings, planning board meetings, technical review committee meetings, and other related planning meetings, as needed.
3. Meet with developers, citizens, and other concerned parties relating to planning matters.
4. Conduct development site plan reviews and processes applications to local governments for land use rezoning, major and minor developments, and other appropriate development proposals to determine school capacity and other school related issues.
5. Advise the public on land use questions related to Local Comprehensive Plans, Land Development Codes, Inter-local Agreement and school capacity issues.
6. Conduct special studies and site evaluations of potential development and proposed school sites.
7. Attend and present at staff meetings, board meetings, and public hearings as necessary.
8. Assist with the preparation of large- and small-scale comprehensive plan amendments and existing land use and subdivision surveys according to state and local requirements.
9. Advise and assist the Superintendent, Board Members, Commissions, committees, and the public concerning school/land use issues, as required.
10. Provide assistance to other planning staff members in land use matters.
11. Assist in the preparation and submittal of the School District Facilities Five-Year Work Plan, Educational Plant Survey, Inter-local Agreements, school capacity and planning studies.
12. Support the development of and administration of capital programs so that capital spending produces the highest value for the district.
13. Responsible for the development of facility lists for 5 Year Educational Plant Surveys and Supplemental (Spot) Surveys for the district.
14. Responsible for the accumulation of data in preparation for school plant surveys including coordinating collection of project scope information, cost estimates and other needed information used in the preparation of Supplemental (Spot) Surveys.
15. Responsible for coordinating and management of Florida Inventory of School Houses (FISH) updates as required by FLDOE including relocatable classrooms.
16. Assist in assuring all FISH updates are current in FOCUS for school personnel to schedule students.

17. Apply knowledge of project design and construction processes and familiarity with facilities plans in making recommendation as they relate to educational specifications and FISH Inventories and FISH drawings and facility floor plans.
18. Track new construction data, net student stations, net teacher stations, net square footage, demolition, new capacity and net Full Time Equivalency (FTE)
19. Assist in determining and supporting facility needs based on Five Year Educational Plant Surveys and Plans.
20. Maintain knowledge of Geographic Information System (GIS) including geo-coding, mapping, and data manipulation.
21. Assist with integrating school attendance zones, proposed residential developments, school demographics, population data, and other information in a GIS mapping and data assessment format.
22. Reviews, approves, and monitors Use of Facilities Requests.
23. Adheres to attendance and work schedule requirements.
24. Maintain the highest level of professional and ethical conduct at all times.
25. Perform other incidental tasks consistent with the goals and objectives of this position.
26. Perform other duties as assigned by the designated supervisor.

**TERMS OF EMPLOYMENT:** Twelve (12) months, 7.5 hours per day. Salary and benefits shall be on Pay Grade 6 of the Administrative Salary Schedule. Length of work year and hours of employment shall be those established by the District.

**EVALUATION:** Performance of this position will be evaluated annually by the Director of Facilities and Maintenance in accordance with Board policy for evaluation of administrative personnel.

### **Job Description Supplement No. 5**