

SCHOOL DISTRICT OF ALACHUA COUNTY

DIRECTOR -- COMMUNITY PLANNING

JOB DESCRIPTION

JOB CODE:	740160	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	05
CONTRACT CODE:	05	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution.
- (2) Minimum of five (5) years experience in school facilities and/or community planning.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of Florida school laws and regulations as well as local School Board policies and procedures. Knowledge of principles and practices of comprehensive land use and school facilities planning. Ability to establish and maintain effective working relationships with supervisors, associates, other agencies and community and private contacts.

REPORTS TO:

Director, Executive -- Facilities

JOB GOAL

To provide leadership in comprehensive land use and school facilities planning for the public school system.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate implementation of school concurrency planning.
- * (2) Maintain effective communications with other agencies and individuals and community contacts regarding land use plan.
- * (3) Coordinate comprehensive land use and facility planning with other agencies, individuals, and community contacts.
- * (4) Assist in identifying locations of new school facilities to take advantage of existing and planning roads, water, sewer and parks.
- * (5) Assist in coordinating the plans and process of the school board and the municipalities .
- * (6) Participate in the staff working group of the county, school board, and municipalities.
- * (7) Plan and coordinate the meetings of the staff working group and the annual meeting of elected officials.
- * (8) Coordinate planning based on consistent projections of the amount, type and distribution of population growth and student enrollment.
- * (9) Assist with the development of the tentative Five-year Facilities Work Program.
- * (10) Coordinate advisory functions of the staff working group for the School Board's Educational Plant Survey.
- * (11) Coordinate advisory functions of the staff working group for the Interlocal Agreement for Public School Facility Planning.

DIRECTOR -- COMMUNITY PLANNING (Continued)

- *(12) Participate on the School Planning Advisory Committee for purpose of reviewing potential sites for new schools, proposals for significant school expansions and potential closures of existing schools.
- *(13) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- *(14) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- *(15) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(16) Be knowledgeable of and adhere to Board Policies.
- *(17) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- *(18) Interact with parents, outside agencies, business and community to enhance the understanding of district facilities initiatives and priorities and to elicit support and assistance.
- *(19) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- *(20) Monitor district compliance with applicable codes, rules and statutes.
- *(21) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- *(22) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- *(23) Assist in the preparation of the department budget.
- *(24) Participate in the development of policies and procedures.
- *(25) Attend meetings and conferences to promote professional growth and benefit the District.
- *(26) Maintain expertise in assigned areas.
- *(27) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- *(28) Develop appropriate Board agenda items pertaining to areas of responsibility.
- *(29) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- *(30) Respond to inquiries and concerns in a timely manner.
- *(31) Model and maintain high ethical standards.
- *(32) Plan, implement and evaluate staff development activities of assigned personnel.
- *(33) Adhere to applicable safety standards.
- *(34) Follow attendance, punctuality and proper dress rules.
- *(35) Maintain confidentiality regarding school/workplace matters.
- *(36) Serve on district, state or community councils or committees as assigned or appropriate.
- *(37) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

DIRECTOR -- COMMUNITY PLANNING (Continued)

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

Job Description Addendum No. 10

Adopted: 7/20/10