



IRVINE UNIFIED SCHOOL DISTRICT

FACILITIES PLANNER

DEFINITION:

Under the supervision of the Director- Facilities, coordinates and administers facilities planning activities related to new school construction, renovation of existing schools, relocatable classrooms and other support activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Prepares student enrollment projections to establish eligibility to participate in the State School Construction Program; analyzes new development information and determines development generation rates; update site capacities.
- Evaluates factual data for long range facilities planning requirements.
- Prepares facilities requirement projections to establish eligibility for specific construction or renovation projects.
- Prepares original and amended applications for construction and renovation projects in the State School Construction Program.
- Assists the Director-Facilities Planning in identifying new school sites and obtaining approvals from State and local agencies.
- Assists in the execution of site acquisitions in coordination with consultants, appraisers, legal counsel, title companies and property owners or occupants, including appraisal procurement and evaluation, escrow initiation procedures and preparation of documents for execution.
- Coordinates planning of additions/modifications to District's relocatable classroom program.
- Maintains close liaison with State Office of Local Assistance staff regarding most current policy and procedural changes and their impact on District projects.
- Participates in site map development.
- Maintains locally formatted documents reflecting approval status of all District projects in the State School Building Program.
- Researches and respond to inquiries regarding aspects of the District's participation in the State School Building Program.
- Develops reports from researched material, providing information and recommendations relative to the Facilities Planning department, including reports to the Board of Education.
- Collaborates with City and County Planning agencies to ensure that adequate future school facilities are provided for in general and specific community plans.
- Reviews and analyzes contracts for professional services.
- Operates a variety of office equipment, a computer and assigned software; drives a vehicle to conduct work.
- Researches and applies district policy, materials, opinions and trends regarding planning matters.

QUALIFICATIONS GUIDE

Knowledge of:

- State Allocation Board programs and forms
- Applicable sections of California Education Code and California Administrative Code, Title V
- Appraisal information and procedures
- Escrow procedures and authorizations
- Long range facilities planning and requirements.
- Local governmental operations
- Planning information sources and research techniques.
- Record-keeping techniques.
- Oral and written communication skills.
- Research methods and report preparation techniques.

- Operation of standard office equipment including a computer and assigned software.
- Interpersonal skills including tact, patience and courtesy.
- Technical aspects of field of specialty.

Ability to:

- Plan, organize and direct planning, research and special projects in support of organizational land acquisition, development and construction activities.
- Coordinate planning activities for school facility, utility and equipment alteration, repair and construction projects.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Inspect facilities and provide recommendations concerning alteration and repair projects.
- Review completed plans to assure compliance with established codes and design standards.
- Assist in the determination of classroom and facility needs.
- Maintain current knowledge of laws, codes, rules, regulations and pending legislation affecting planning activities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate standard office equipment including a computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.

EDUCATION/EXPERIENCE:

Any combination equivalent to: bachelor's degree in planning or related field and two years related facilities work experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license.

PHYSICAL DEMANDS:

The physical demands described here 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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.

WORK ENVIRONMENT:

Indoor and outdoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Seasonal heat and cold or adverse weather conditions.

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