

PLANNING TECHNICIAN

JOB SUMMARY

Under direction of an Administrator, organize and perform a variety of technical tasks and functions related to planning new school facilities, demographics, and ongoing projects. Examples of technical assistance include collect, record, and monitor developer fees by establishing and maintaining a computerized statistical, categorical record keeping system; establish and maintain a variety of database files on a microcomputer (i.e., utilizing demographics software), conducting research studies and preparing analyses. Monitor/track applications for new school facilities; prepare complex narrative and statistical reports, including enrollment projections used for short- and long-range facilities planning, boundary studies, mapping, and other demographic studies as required.

TYPICAL DUTIES

Organize and perform a variety of technical and administrative duties in support of the day-to-day operations of the facilities planning program; interpret policies and procedures in order to answer questions. Provide technical assistance in preparing documents for school site selection and approvals, site acquisitions and exchange, and environmental impact documents; participate in the establishment of an overall facilities inventory and space utilization program and recommend boundary movements for optimum facility maximization; serve on committees and assist in relocatable planning, needs, time lines; as directed, submit and monitor information independently relating to the State School Building Program, with the State Allocation Board and Office of Public School construction, the State Department of Education and the Department of the State Architect; coordinate the involvement of various District departments on the facilities planning process; research each of the District's Secured Agreements for conditions, time lines, and agreement definition with follow-through for compliance; utilizing a microcomputer, prepare clear, concise, and documented reports, including charts and graphs which reflect or illustrate issues and data analysis; conduct surveys and analyses, gathering information, making comparative analyses and drawing conclusions and recommendations; research, examine, and prepare reports involving demographic data such as housing, population trends and enrollment projections; assist in assuring legal compliance with contracts; contact others to give and secure necessary information; compose correspondence on a wide range of subjects requiring knowledge of District policies and procedures; participate in meetings and serve on committees; coordinating new school ground breaking and dedication ceremonies; perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent and two years of demonstrated experience, preferably with a school district or similar public entity, performing community planning, demographic projecting, land use planning, or similar activity.

Knowledge of: General terms, procedures, and practices used in planning and financing of school facilities, school facility funding sources and application including submission and procedure requirements; legal codes and their application; research and statistical methods and techniques; data processing terminology and application; practical operating knowledge of accounting and mathematics; modern office methods and practices, including filing systems, correct English, grammar, spelling and punctuation; letter and report writing.

Ability to: Work independently on assigned projects; collect, validate, and analyze data, drawing logical conclusions and making recommendations; read, interpret, and apply provisions of federal, State, and local regulations and statutes applicable to school facilities planning; participate effectively in meetings; speak and write clearly and concisely; plan and organize work and reschedule work due to shifting priorities; utilizing a microcomputer and related software, establish format, correspondence, charts, and statistical outlines and demographic maps; prepare clear and accurate accounting reports, demographics reports, etc. including charts, graphs. Maintain complex records and files; establish and maintain cooperative working relationships; learn office automation applications and skills.

LICENSE Must possess a valid California driver's license and the ability to maintain qualification for District vehicle insurance coverage.

PHYSICAL ABILITY While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, bend, stoop, and reach or pull with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to pass a physical examination and drug screen.