

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Planning Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Professional)
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9573	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Support Services	SALARY:	Range 69 Salary Schedule C
REPORTS TO:	Director, Facilities Support Services	CABINT APPROVAL:	02-21-14

BASIC FUNCTION:

Under general direction, performs independent , highly complex tasks to assist in the smooth and efficient operations of Facilities Support Services; develops and implements systems and research projects for the development of short and long range plans and projections for general administrative or school housing needs; and performs diverse tasks in the collection, processing, maintenance, and analysis of a wide variety of statistical information utilizing a Geographic Information System (GIS).

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Compile, process, and maintain a wide variety of information concerning enrollment projections, school capacities, school site plans, and portable program independently or with direction. **E**

Add and maintain street files, address lookup directories, and school site records; responds to inquiries; and provides detailed analysis of data, procedures, and policies. **E**

Prepare reports including graphic displays; reviews documents and reports for accuracy and completeness; and process approvals. **E**

Assist with the development and implementation of long and short-term facility plans. **E**

Maintain data for preparation of State School Building Program documents, including enrollment projections, environmental reports, eligibility justifications and bid forms; monitor State School Building project status report; and advise of documents to be filed. **E**

Complete Mello-Roos disclosure forms for real estate agents and maintain a log of “serving school” requests by real estate agents. **E**

Research, coordinate, and monitor information on residential subdivision activities and their impact on the school district. **E**

Train department staff in the use of software programs; coordinate support staff in preparation of related documents; and assist and attend meetings on behalf of the Director. **E**

Assist in completing rebate applications, invoicing of Civic Permit activities, budget development documents and projections, lease documents, capacity and room utilization reports, property inspections, and site tours. **E**

Create and prepare Microsoft PowerPoint presentations. **E**

Develop knowledge of developer fee program and collect developer fees as required; explain developer fee policy to developers and district residents; establish and maintain accurate records of compliance forms and receipts; and maintain a system to safeguard and deposit developer fee receipts. **E**

Provide information and assistance in person and on the telephone to district personnel, staff, parents, and public agencies regarding planning and construction rules, requirements, policies, and procedures. **E**

Attend planning and design meetings; record and distribute minutes as directed. **E**

Prepare and complete various forms; type board agenda items, board communications, reports, memoranda, and other materials; and independently write letters on routine matters not involving policy questions.

Maintain central files; complete research tasks; and schedule meetings, conferences, travel, and appointments. **E**

Provide technical assistance on a variety of specialized tasks as needed. **E**

Prepare and store documents using modern office equipment and technology including computers, scanners, and copiers. **E**

Operate a computer and scanner to input, output, scan, update, and access a variety of records and information; generate reports, queries, records, lists, and summaries from computer database; and lift light objects. **E**

Provide excellent customer service by establishing positive relationships with district staff; respond to phone calls, emails, letters, and other communication. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings, and supporting the goals and objectives of the district and the department. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Facilities Support Services. **E**

Perform related duties consistent with the scope and intent of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with a major in environmental studies, planning, architecture, geographic information science and technology, or related field; and four years of increasingly responsible clerical experience involving public contact, including one year in an educational setting.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

Keyboarding.....75 Correct WPM
 Word.....90% Overall Score
 Excel / Access95% Overall Score

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning and Construction Department policies, procedures, and terminology.
 Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
 Research procedures and projections for birth, population, housing, and enrollment trends.
 Data processing techniques and software capabilities and applications, including knowledge of Microsoft Office (Excel, Word, PowerPoint, and Access).
 Geographic Information Systems (GIS); MapInfo preferred
 Applicable NEPA and CEQA statutes, laws, rules and regulations.
 Real Estate, leasing and land-use planning concepts.
 Paperless electronic filing systems.
 Technical aspects of field of specialty.
 Current office practices, procedures, equipment, and technology.
 Record-keeping techniques.
 Correct English usage, grammar, spelling, punctuation, and vocabulary.
 Oral and written communication skills.
 Health and safety regulations.
 Interpersonal skills using tact, patience, and courtesy.
 Telephone techniques and etiquette.

ABILITY TO:

Operate microcomputer hardware and software.
 Analyze situations and data accurately and to take an effective course of action.
 Read, understand and apply federal, state, and local planning laws, rules, regulations and zoning information.
 Prepare accurate reports, maps, plans, charts, graphs, and tables.
 Ability to write and speak effectively.
 Establish and maintain effective working relationships.
 Deal tactfully with the public and other agencies.
 Plan work and carry through to completion without close supervision.
 Perform complex mathematical and statistical calculations.
 Analyze situations accurately and take effective course of action.
 Perform the basic functions of the position.
 Interpret and explain related rules, regulations, policies, and procedures.
 Prepare comprehensive reports and maintain records.
 Meet schedules and timelines.
 Work independently with little direction.
 Operate a computer, related software, and standard office equipment.
 Lift light objects according to safety regulations.
 Handle multiple tasks and complete work with many interruptions.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities
Communicate effectively, both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor and outdoor work environment; subject to driving to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view computer monitor; and lift light objects.

APPROVALS:

Ken A. Forrest, Chief Business Officer

Date

Sara Noguchi, Ed. D., Interim Superintendent

Date