

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

**SCHOOL DISTRICT FACILITIES PLANNER**

**QUALIFICATIONS:**

1. Bachelor's degree or higher from an accredited educational institution in planning, public administration, business, architecture, landscape architecture, urban design, or Master's Degree in Educational Leadership.
2. Minimum of five (5) years' experience in K-12 educational facilities planning and operations preferred or American Institute of Certified Planners certification.
3. 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**

Position involves work assignments in long range planning and comprehensive planning for school facilities. Employee should possess general knowledge in the field of planning and land use/development as it pertains to school sites and monitor residential growth as it impacts school facilities.

**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. General 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. General knowledge of School District Facilities Plan, Educational Plan Survey, Inter-local Agreement, 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. Works with other governmental agencies and the public related to comprehensive plans and school planning.
2. Meets with developers, citizens, and other concerned parties relating to planning matters.
3. Conducts development site plan reviews and processes applications.
4. Advises the public on land use questions related to Local Comprehensive Plans, Land Development Codes, Inter-local Agreement and school capacity issues.
5. Conducts special studies and site evaluations of potential development and proposed school sites.
6. Attends and presents in staff meetings, board meetings, and public hearings as necessary.
7. Assists with the preparation of large and small scale comprehensive plan amendments and existing land use and subdivision surveys according to state and local requirements.
8. Advises and assists the Superintendent, Board Members, Commissions, committees, and the public concerning school/land use issues, as required.
9. Provides assistance to other planning staff members in land use matters.
10. Assists in the preparation of the School District Facilities Plan, Educational Plant Survey, Inter-local Agreements, school capacity and planning studies.
11. Facilitates policy review and development in accordance with School Board policies and procedures as well as Florida Statute.
12. Reviews, prepares and submits School Board Policy updates to the Board for approval.
13. Updates the School Board Policy Manual to reflect current approved policies.
14. Reviews, approves and monitors Use of Facilities Requests.
15. Adheres to attendance and work schedule requirements.
16. Performs other related job duties as necessary and required.

**PHYSICAL REQUIREMENTS:** Ability to perform job duties as required.  
Job Supplement #05

**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.