

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR-PLANNING**

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Facilities and Planning or designee, direct and develop short and long range master plans for school housing facilities; direct the educational planning of school facilities; develop, coordinate, implement and monitor school construction tax, bond and developer fee programs; train and supervise the performance of assigned personnel.

#### **ESSENTIAL FUNCTIONS:**

Direct and develop short and long-range master plans for school housing facilities.

Develop and update short and long range projections for student enrollments and residential, commercial, and industrial construction rates.

Plan and oversee the selection, purchase and development of District properties; conduct job visits and field surveys to monitor progress.

Coordinate and monitor architectural selection, planning, and design.

Direct the educational planning of school facilities.

Collect, analyze and prepare data for parcel tax, Mello-Roos Community Facilities District and General Obligation Bond elections.

Prepare, monitor and manage the tax report for the annual levy of the Mello-Roos tax; review tax report inquiries and coordinate the resolution of related disputes.

Prepare and coordinate the justification for the collection of developer fees.

Develop and update financial plans and funding sources in support of the short and long range facility master plans.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Prepare and coordinate the environmental impact review for District projects and prepare input and response on behalf of the District or other non-district projects pursuant to Environmental Protection Agency and California Environmental Quality Act as appropriate.

Coordinate, conduct, and monitor all appropriate and necessary RFQ/SOQ, hiring, and contract negotiations for required consultant and professional services.

Direct the projection of student enrollments and residential housing trends for income, staffing and student housing; develop, test and analyze enrollment projection methods to incorporate information

on housing starts, child bearing females, birth rates, transit rates, work generation factors, ethnicity factors, regular and special census, and other pertinent factors.

Develop and maintain the District's comprehensive master plan and database for schools and district facilities (e.g. student enrollments, construction rates, student yield factors, address grid systems, building data, district maps, school boundaries, etc).

Direct the preparation and analysis of demographic information to establish new school attendance area boundaries.

Monitor residential subdivision activities affecting the District; recommend the selection of school sites.

Develop, implement and monitor the student location system.

Direct the preparation of conceptual design, design specifications and cost estimates for school construction, modifications and renovation projects.

Prepare and submit applications and plans for state funds, city funds, county funds, impact fees, developer fees, bond funds, and other local funding sources.

Testify on behalf of District before local and State planning, regulating and governmental agencies.

Provide technical expertise, information and assistance to the Associate Superintendent regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned; represent the District at meetings regarding school housing planning matters.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning organization and direction of facilities and planning functions.

Projection methods for births, population, housing, and enrollment trends.

Research techniques and procedures.

Oral and written communication skills.  
Principles and practices of supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Coordinate and develop short and long-range master plans for school housing facilities.  
Develop, coordinate, implement and monitor school construction tax, bond and developer fee programs.  
Train and supervise the performance of assigned personnel.  
Present data graphically.  
Communicate effectively both orally and in writing.  
Prepare and interpret educational facilities planning documents.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare and maintain comprehensive narrative and statistical reports.  
Hear and speak to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
See to read a variety of materials.  
Walk during site visits.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: (1) bachelor's degree in urban planning, engineering or related field and five years increasingly responsible experience in planning and/or construction activities, or (2) an Administrative credential and five years increasing responsible experience in educational facilities planning. Additional responsible experience in a school district planning office may be substituted for educational or work experience requirement.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.  
Personal transportation for job-related travel.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
Driving a vehicle to conduct work.

**HAZARDS:**

Working at heights.

Contact with dissatisfied or abusive individuals.