

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: PLANNER I

BASIC FUNCTION:

Under the direction of the Planning Manager, provide technical assistance in the administration of the District's Facilities and Planning program; perform diverse tasks in the collection, processing and maintenance of a wide variety of information.

DISTINGUISHING CHARACTERISTICS:

The Planner I is the entry-level classification in the series. Incumbents are assigned to collect, process and maintain information for the Department. The Planner II provides responsible support to the Department including providing the preparation of Facility Master Plans, updates and fee justification studies. The Planner III class is the senior level class in the series. Incumbents conduct detail-oriented studies, including enrollment projections and boundary studies.

ESSENTIAL FUNCTIONS:

Summarize data concerning such areas as school attendance, school boundaries and student enrollment.

Research, field check and maintain current information on development and land use within the District.

Prepare maps, notices, public information documents, information pieces and other correspondence.

Communicate with County and City Planning Departments, County Assessor's Office and other State and local agencies to gather information.

Prepare data and other support materials for the Mello-Roos Community Facilities District and other funding authorities.

Prepare periodic special reports for District personnel on school planning.

Monitor residential subdivision activities within the District boundaries.

Prepare and maintain cost analysis for planning, construction, developer fees, and other funding plans.

Assist in preparing bond rating documents.

Operate a computer and assigned software; utilize a geographic information system.

Drive to sites; conduct site visits.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable federal, state, local planning laws, rules and regulations.

Applicable NEPA and CEQA statutes, laws, rules and procedures.

Statistical and research methods as to the collection, analysis and presentation of data on school student generation and enrollments.

Interpretation of maps, enrollment projections and other environmental reports.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Interpret city and county planning and zoning information and its impact on the District.

Prepare accurate maps, plans, charts, graphs and tables.

Understand and interpret legal property descriptions, topographic drawings, maps, and field notes.

Read and interpret enrollment projections and environmental reports.

Perform complex professional planning work with a minimum of supervision.

Utilize geographic information system.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain consistent, punctual and regular attendance.

Hear and speak to exchange information and make oral presentations.

Walk over rough and uneven surfaces at sites.

See to read a variety of materials and conduct site reviews.

Move hands and fingers to operate a computer keyboard.

Walk, sit or stand for extended periods of time.

Bend at the waist, kneel or crouch.

Reach overhead, above the shoulders or horizontally.

Climb ladders.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in planning or a related field and two years experience at a technical level in planning or a closely related activity.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Personal transportation for job-related travel.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

May be required to drive as needed.