



FACILITIES AND PLANNING SPECIALIST

Classification: Professional-Technical Level 5

Location: District Office

Reports to: Director Facilities & Planning

FLSA Status: Exempt (Administrative)

Employee Group: Professional-Technical

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary

The facilities and planning specialist is responsible for short, medium and long-range planning of district facilities, which includes coordinating with external planning agencies, forecasting student growth, and projecting facility needs. Responsible for writing the capital facilities plan, managing impact and mitigation fees, space planning needs, facilitating boundary adjustments, and managing lease agreements for district owned properties among other duties.

Part II: Supervision and Controls over the Work

Serves under the direction of the director of facilities and planning. Is responsible for effectively planning, implementing, and overseeing the successful outcome of department goals and objectives. Work is guided by, and must be in compliance with, federal, and state law; local municipal and county agencies, and School Board policy and procedures.

Part III: Major Duties and Responsibilities:

Performs some or all of the following duties with a significant degree of independence seeking the guidance and direction of the director of facilities and planning:

1. Leads the process to update the capital facilities plan, includes writing the plan, developing and maintaining planning data, and act as the planning liaison with city, county, and state planning officials.
2. Leads the development of short and long-range enrollment projections for use in planning for facility use. Develops annual update of school capacities, and student projections; makes recommendations regarding the of needs for new portable and permanent classrooms.
3. Manages the district's school impact and mitigation fee program, including collecting fees for district facilities, responds to requests for SEPA comments from city and county planning departments for housing development projects.
4. Manages the real property resources of the district, including purchase, sale, lease, or transfer of buildings and properties. Responsible for updating the district's real property use matrix.

5. Assists with coordinating and/or leading the district's school boundary review process, to include identifying and maintaining awareness of enrollment data that drives boundary planning and recommending/coordinating the realignment of boundaries for optimal facility planning and use.
6. Works collaboratively with committees, groups, and stakeholders to effectively plan, implement, and communicate department goals and the districts mission. Represents the District in external contacts with state, regional, city, and community groups.
7. Leads the space planning effort for office and cubicle additions, alterations, and furniture procurement at the Community Resource Center. Assists with furniture procurement on large capital projects.
8. May run small capital projects and is responsible for planning, design, bidding, construction administration and closeout.
9. Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Associate's degree or equivalent in facilities planning, architecture construction, engineering, business or directly related fields. Three years of directly related and progressively responsible experience in or directly related to capital projects management, and/or a combination of experience and education may substitute for the education requirement.
2. Ability to make complex mathematical computations, read, and interpret architectural and/or engineering drawings and specifications.
3. Strong oral, written, and interpersonal communication skills.
4. Ability to work both independently and cooperatively, exercise judgment and creativity, organize work, set priorities, and meet deadlines.
5. Ability to organize work, set and adjust priorities, and meet deadlines while managing multiple projects. Ability to establish effective working relationships at all levels of the organization.
6. Knowledge of building codes and permit requirements.
7. Knowledge and skill in the effective use and application of technology and project management systems related to facility planning and use.
8. A working knowledge of building technology, construction practices, furniture, fixtures, & equipment (FF&E).



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9. Ability to safely operate district equipment and vehicles.
10. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

Part V: Desired Qualifications

1. Bachelor's degree or higher degree in construction management, architecture, engineering, business, management, school administration or related fields.
2. Experience in public school administration.
3. Knowledge of and experience with Public Works projects.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal. Noise levels can be appreciably high due to operation of construction equipment. Employee must have vision capability to work with intricate drawings such as architectural/engineering prints and schematics.

The employee must occasionally lift and/or move up to 50 pounds; crouch, crawl, bend, kneel, climb ladders and scaffolding, wear protective gear, be exposed to high noise levels, and work outdoors in inclement weather. Employee may sit or stand for longer than 4 hours at a time.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employee must frequently work outdoors using appropriate safety equipment at construction sites in varying weather and environmental conditions.