

EDUCATIONAL FACILITIES PLANNER

Code No. 3-15-067
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional staff position responsible for maintaining the currency of long-range plans for the construction and renovation of educational facilities as required by the New York State Education Department. Duties involve planning and making detailed surveys of school facilities' needs to ensure the development of effective and economical plans. The employee reports directly to, and works under the general supervision of the Director of Educational Facilities or other higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Develops annually and maintains current long-range plan for educational facilities;

Develops a long-range capital improvement program;

Composes the school district's Capital Improvement Program Report on an annual basis;

Researches and analyzes data to prepare enrollment projections and boundaries;

Reports on bond scheduling and tracking in support of capital projects;

Conducts project specific planning studies and investigates long-term building viability;

Completes analysis and comparison of site equity;

Develops educational facility specifications;

Supports new academic initiatives through facility planning activities;

Conducts required field surveys, records conditions, and reports on findings;

Completes lease hold management tasks such as identification of appropriate property and review of lease terms;

Communicates on behalf of the school district with the landlord, and reviews and verifies tax and billing statements;

Identifies properties for acquisition and manages process including arranging for necessary pre-purchase reviews and purchase terms, and formulates recommendations;

Maintains potential site/real property inventory and database management;

Updates facility utilization inventories and school capacity data;

Evaluates impact of environmental review, traffic flow and traffic congestion on school district properties;

Coordinates abandonments and subdivisions impacting district properties;

Analyzes the development of projects and programs, and reviews design projects through the utilization of (geographic information systems) GIS;

Performs structural inspections and manages projects including cost analysis;

Liaisons with all school, county, city and state agencies;

Formulates capital budgets annually;

Responds to information requests;

Maintains facility services handbook;

Develops annual safe school walking routes and crossing guard placement, and distributes walking route map;

Addresses concerns regarding education facility planning from school district staff and district residents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of educational facility planning, facility design architecture and engineering; good knowledge of the New York State Education Department Manual or Planning Standards; working knowledge of educational specification writing techniques; ability to incorporate population, student enrollment, building conditions, and building capacity and space utilization data into long-range facilities plans; ability to prepare detailed narrative reports, including graphics; analytical ability, ability to develop a long-range capital improvement program; ability to prepare and deliver oral reports and presentations to staff and others; ability to communicate orally and in writing; ability to write educational specifications for new construction; ability to deal effectively with professional staff; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus, EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Architecture, Urban Planning, Public Administration, Engineering or a related area, plus five (5) years paid full-time or its part-time equivalent professional* experience in developing planning surveys, land use, space utilization, building or demographic studies, community planning or preparation and direction of large scale capital improvement or new construction projects, or a closely related field; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Architecture, Urban Planning, Public Administration, Engineering or a closely related field, plus four (4) years paid full-time or its part-time equivalent professional* experience as defined in (A) above; OR,

(C) An equivalent combination of education and experience as defined by the limits of (A), and (B) above.

*professional experience for the purposes of these minimum qualifications does not include labor, maintenance, mechanical, trade work, clerical or other related work.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

REVISED: February 19, 1987

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