



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Senior Planner**

Job Family: **Professional**

Prepared/Revised Date: **January 14, 2026**

FLSA Status: **Exempt**

Pay Range: **A/P Schedule, Grade L**

Job Code: **32502**

**SUMMARY:** Responsible for reviewing housing, demographic and open enrollment trends to assess impacts on district budget and facilities. Perform enrollment projections, oversee real estate transactions, communicate with local governments and manage intergovernmental agreements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Prepare and interpret annual long-range enrollment projections by school and grade level for management reports.
2. Monitor city and county growth data, population forecasts, land use referrals, and periodically prepare analytical reports. Analyze space needed based on forecasts to accommodate projected growth or decline.
3. Develop, maintain, analyze, and postulate data relating to feeder patterns, facility capacity, utilization and facility profiles. Propose alternatives based on data and need.
4. Utilize historical enrollment data to identify trends and apply statistical models to develop enrollment projections. Annually research and analyze choice/open enrollment information and its effect on school attendance areas. Collaborate with Information Technology department to produce one-year and five-year enrollment projections.
5. Provide support to the district's short- and long-range planning efforts and associated sub-committees. Provide guidance and expertise in planning-related issues to district leadership, staff, and community members. Provide support at public meetings regarding growth, regional demographics, and school boundaries.
6. Collaborate during planning efforts with district personnel, municipalities, community members, and regional planners.
7. Analyze, compile, and prepare responses to residential development referrals from local municipalities as to the impact of new growth on existing district infrastructure and the need for new schools.
8. Maintain and assist in the development of intergovernmental agreements (IGA), including the district's Payment in Lieu of Land (PILo) agreements. Review IGAs to ensure compliance and provide information to municipalities, staff, and the community on IGAs.



#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in Urban Planning or related field
- Required Experience: At least five years of experience working in a public facilities capacity; experience in facilities planning and design for local government
- Preferred Experience: Three to five years' experience in an education setting; experience working in local government and a thorough understanding of school board operations
- Equivalent combination of education and experience will be evaluated

#### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid US driver's license
- American Institute of Certified Planners (AICP) and/or Geographic Information Systems Professional (GISP) certification or other appropriate professional certifications preferred
- Association with American Planning Association (APA) or Colorado Educational Planners Association (CEPA) preferred

#### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to perform enrollment projections
- Ability to utilize Geographic Information System (GIS) and other related technology
- Knowledge of exterior and interior building systems
- Knowledge of various demographic data sources
- Considerable knowledge of building plans, specifications, and materials
- Understanding of all building code and life safety compliance requirements in buildings
- Ability to develop and maintain a strategy for engagement with all stakeholders in educational facility use, development, and renovation
- Considerable ability to develop a facilities master plan identifying the deferred maintenance and capital improvement needed in the District
- Considerable ability to work with K-12 educators on space usage, availability, and capacity to coordinate on education needs
- Considerable experience in working with elected officials in local government
- Ability to communicate clearly and effectively, strong written and verbal skills
- Project management software knowledge
- Excellent analytical skills and big picture comprehension
- Working knowledge of land use regulations and practices
- Experience with city planning practices
- Experience with property management
- Advanced understanding of spatial analysis
- Self-motivated to prioritize, develop directives and deadlines, and manage processes
- Excellent analytical and technical writing skills



- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Advanced skills with personal computers, including ability to use spreadsheets, databases, and word processing software for data analysis and to work with large databases
- Personal computer and software skills and ability to learn new software
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
Reports to:	Chief Financial Officer	
Direct reports:	CAD/GIS Specialist	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [ada@psdschools.org](mailto:ada@psdschools.org).*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit				X



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Use hands to finger, handle or feed				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	