



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Planning Manager**  
 Job Family: **Construction**  
 Prepared/Revised Date: **April 24, 2017**

FLSA Status: **Exempt**  
 Pay Range: **OP70Y**  
 Job Code: **35712**

**SUMMARY:** Manage the district's short and long-range planning efforts, including the development and updating of the Facility Master Plan. Use existing GIS school planning systems as a resource for projecting enrollments, school boundary modifications, school capacities, management of a regional housing development database, and property management. Act as liaison to stakeholders by responding to inquiries regarding enrollment forecasts, population statistics, attendance boundaries, active housing developments, future school sites, and district's short and long-range facility plans.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Lead, implement, and manage the district's short and long range planning efforts. Provide guidance and expertise in planning-related issues to district leadership, staff, and community members. Collaborate with intergovernmental partners and developers regarding school planning issues.	D	20%
2. Collaborate with and facilitate planning efforts with district personnel, municipalities, community members, and regional planners based on American Institute of Certified Planners (AICP) standards.	D	10%
3. Attend work and arrive in a timely manner.	D	1%
4. Provide support to the district's Long Range Planning Advisory Work Group and associated sub-committees as a non-voting, ex-officio member. Serve as district liaison at public meetings regarding growth, boundaries, and implementation of the Facility Master Plan.	W	10%
5. Collaborate with the district's GIS specialist in the maintenance and use of GIS systems, housing and inventory systems, demographic data collection and analysis, and other data systems used for planning purposes.	W	5%
6. Coordinate with Director of Planning, Design, and Construction to assure that the Superintendent and the BOE are informed of growth developments.	W	3%
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.	M	5%
8. Maintain the district's Payment in Lieu of Land (PILO) agreements and biennial update. Coordinate the maintenance of real estate records for district facilities. Respond to inquiries regarding site ownership, easements, and intergovernmental agreements. Work with professional consultants to perform site analyses including legal descriptions, surveys, and other documents as required.	M	5%
9. Work with district administrators to identify space needs for departmental personnel and manage a space utilization model for district resources. Make recommendations and coordinate planning and implementation with stakeholders.	Q	5%



10. Work to analyze and recommend acquisition/disposition of vacant land based on land needs as identified in the Facility Master Plan.	Q	5%
11. Determine space needed to accommodate projected growth and new programs for existing school sites. Develop recommendations for implementation of modular classrooms, additions, and/or the construction of new facilities. Pursue land acquisition. Make recommendations for additional operational support responding to growth.	A	10%
12. Develop and maintain a Facility Master Plan to analyze the makeup of the district's ongoing short, mid, and long-term needs, including a 20-year total build-out based on enrollment forecasting.	A	10%
13. Research and analyze choice/open enrollment information annually, its affect school attendance areas, and assist in recommending the optimum use of existing facilities.	A	5%
14. Analyze the October student count to evaluate the variance between capacity and enrollment. Collaborate with Information Technology to make recommendations for the utilization of district facilities and appropriate measures of response.	A	5%
15. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in urban/regional planning or related field
- 5 years of experience in school district, urban or regional planning
- Planning experience in a school district strongly preferred
- Economics background with experience in market research or similar analytical studies preferred
- Equivalent combination of education and experience will be evaluated

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- American Institute of Certified Planners (AICP) certification or other professional certifications as appropriate
- Association with American Planning Association (APA) or Colorado Educational Planners Association (CEPA) preferred
- Criminal background check required for hire
- Valid Colorado driver's license

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Experience with Arc GIS
- Excellent analytical skills and big picture comprehension
- Working knowledge of land use regulations and practices
- Experience with city planning practices
- Demonstrated skills in educational planning, including enrollment, forecasting and geographic information systems
- Advanced understanding of spatial analysis
- Advanced skills with personal computers, including ability to use spreadsheets, databases and word processing software for data analysis and to work with large databases
- Oral and written communication, interpersonal and organizational skills
- Personal computer and software skills and ability to learn new software
- 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 polices, 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:**

- Operating knowledge of and experience with personal computers and peripherals
- Advanced operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Outlook and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Director of Planning, Design, & Construction.	
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

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