## COORDINATOR IV FACILITIES PLANNING

## **DEFINITION:**

Under the supervision of the Executive Director of Facilities and Construction, provides technical and administrative support services in connection with school site improvements, modification of facilities, and new construction projects. Coordinates and administers facilities planning activities related to new school construction, renovation of existing schools, relocatable classrooms, analyzes student enrollment projections to determine facility needs, and other support activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plan, organize and direct the work of the Facilities Planning Department
- Prepare and oversee student enrollment projections to establish eligibility to participate in the State School Construction Program
- Prepare analysis and projections of facilities needs including results achieved in relation to annual and
- Represent the Department at various organizations and committee meetings
- Evaluate factual data for long-range facilities planning requirements
- Prepare original and amended applications and documentation for construction and renovation projects
- Prepare project budgets for new construction, modernization, relocatable classroom program
- Coordinate planning of modifications/additions to new construction, modernization, and relocatable classroom program
- Prepare financial/budget analysis and reports as required or requested
- Prepare oral and written materials and reports from researched material, providing information and recommendations relative to the Facilities Planning Department, including reports to the Board of Education, and conduct follow-up activities as necessary for facilities planning/projects
- Negotiate, review, and analyze contracts for real property
- Research and apply federal, state and local policies, materials, opinions, and trends regarding planning matters
- Utilize a variety of advisory data information including budgets, architectural/construction plans and specifications, State/City general plan and zoning ordinances, federal and state environmental guidelines, and boundary maps
- Analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives
- Perform and interpret statistical calculations
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- In the absence of the Executive Director of Facilities and Construction, has responsibility for coordination and general direction of other Facilities Planning operations (as may be assigned)
  Evaluate department services to determine efficiency and effectiveness in meeting goals and objectives