

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
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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
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