

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PLANNER, GIS AND TECHNICAL ANALYST [PLANNING TECHNICIAN]

SALARY SCHEDULE: SSP-[9] 12

COST CENTER: CONSTRUCTION SERVICES (9042)

QUALIFICATIONS:

- (1) Minimum of Bachelor's Degree in GIS; or
- (2) Minimum of [Associates Degree or higher] Bachelor's Degree in planning, community development, environmental science, social sciences, or a related field; and.
- (3) GIS Bachelor's certificate or 3 years [GIS] related experience.
- (4) [High School Diploma.]

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of principles and practices of research and data collection, input, and analysis, demographic assessments, and data related fields. Knowledge of computer hardware and software programs, [which may include] including Microsoft Office, and Internet applications[, and GIS]. Ability to prepare reports, maps, documents, and presentation materials utilizing Microsoft Office Suite programs, ESRI GIS software including ArcMap, ArcGIS Online, ArcScene, ERDAS Imagine, and other related database systems and software. Ability to communicate effectively, orally and in writing, with diverse groups. Ability to make decisions based on relevant information. Ability to organize and prioritize activities. Ability to problem solve, gather relevant information to determine vaguely defined practical problems. Ability to work on several projects or issues simultaneously. Ability to work independently or in a team environment as needed

REPORTS TO:

Director, Planning

JOB GOAL

To assist the districts planning efforts related to student enrollment, population changes, program needs, community relationships, [and] space utilization, and in the creation, maintenance, and analysis of GIS data related to school planning, facilities, boundaries, and school concurrency.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Provides technical assistance and information to staff and the public in the administration of specific planning programs areas or ordinances.
- * (2) Researches, compiles, and distributes information on a variety of school planning issues from multiple sources.
- * (3) [Assists in the development and distribution of] Develops and distributes student planning data and reports including but not limited to: student enrollment data, school capacity data, facility needs and capital demands, future enrollment projections and redistricting proposals, and location of future school sites.
- * (4) Prepares school boundary maps, student projection maps, and other planning maps, charts, tables of various levels of complexity utilizing GIS technology and database software.

School Board Approved – October 20, 2015 – Revised October 18, 2016

- *(5) Coordinates with Sarasota County Government and municipalities in the exchange of current GIS data.
- *(6) Inputs, maintains, and analyzes data associated with the District's concurrency management system
- *(5)7 Prepares, maintains, and disseminates source documentation related to proposed housing developments and their impacts on the school district.
- *(6) Maintains a concurrency database to monitor the location and development timing of new developments.]
- * (7)8 Assists in the development and monitoring of a facilities tracking system to optimize district-wide space utilization.
- * (8)9 Develops and maintains automated tracking systems, hard copy files and records
- * (9)10 Attends public meetings, assisting other planning staff as appropriate
- *(11) Maintains a working knowledge of applicable state laws and Florida Development of Education regulations
- [*(10) Performs routine office tasks in designated program areas, including data entry, file management, copying and answering telephone, managing front office counter, and responding to inquiries or concerns in a timely manner.]
- *(1)12 Assists director with department [administrative tasks including meeting coordination and scheduling, bookkeeping, and other] duties as assigned.
- *(1)23 Keeps well informed about current trends and best practices in areas of responsibility.
- *(1)34 Promotes and supports professional growth for self and others.
- *(1)45 Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
- *(1)56 Models and maintains high ethical standards.
- *(1)67 Follows attendance, punctuality and proper dress rules.
- *(1)78 Maintains confidentiality regarding school matters.
- *(1)89 Maintains positive relationships with staff and vendors.
- *(19)20 Participates in workshops and training sessions as required.
- *(2)01 Communicate effectively with staff and vendors.
- *(2)12 Keeps supervisor informed of potential problems or unusual events
- *(2)23 Responds to inquiries and concerns in a timely manner.
- *(2)34 Follows all School Board policies, rules and regulations.
- *(2)45 Exhibits interpersonal skills to work as an effective team member.
- *(2)56 Performs other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 1

*Essential Performance Responsibilities