

SCHOOL DISTRICT OF SARASOTA COUNTY
JOB DESCRIPTION

PLANNING TECHNICIAN

SALARY SCHEDULE: SSP-9

COST CENTER: CONSTRUCTION SERVICES (9042)

QUALIFICATIONS:

- (1) Minimum of Associates Degree or higher in planning, community development, social sciences, business, or related field or a minimum of 5 years general office experience.
- (2) 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 Microsoft Office, Internet applications, and GIS. 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.

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 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, maintains, and disseminates source documentation related to proposed housing developments and their impacts on the school district.
- * (5) Assists in the development and monitoring of a facilities tracking system to optimize district-wide space utilization.
- * (6) Develops and maintains automated tracking systems, hard copy files and records
- * (7) Prepares maps, charts, tables of limited complexity
- * (8) Attends public meetings, assisting other planning staff as appropriate

School Board Approved:

PLANNING TECHNICIAN (continued)

- * (9) 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.
- * (10) Assists director with department administrative tasks including meeting coordination and scheduling, bookkeeping, and other duties as assigned.
- * (11) Keeps well informed about current trends and best practices in areas of responsibility.
- * (12) Promotes and supports professional growth for self and others.
- * (13) Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
- * (14) Models and maintains high ethical standards.
- * (15) Follows attendance, punctuality and proper dress rules.
- * (16) Maintains confidentiality regarding school matters.
- * (17) Maintains positive relationships with staff and vendors.
- * (18) Participates in workshops and training sessions as required.
- * (19) Communicate effectively with staff and vendors.
- * (20) Keeps supervisor informed of potential problems or unusual events
- * (21) Responds to inquiries and concerns in a timely manner.
- * (22) Follows all School Board policies, rules and regulations.
- * (23) Exhibits interpersonal skills to work as an effective team member.
- * (24) 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