

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **FACILITIES PLANNER**  
Department: Administrative Office/Facilities Annex  
Reports To: Director of Site Development

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#### **SUMMARY:**

Under the supervision of the Director of Site Development, provides assistance in the coordination of facilities planning activities related to new school construction, renovation or modernization of existing schools, relocatable classrooms and other support activities. The position assists in the planning, obtaining of funding, coordination, and monitoring of school district construction projects. The position requires a broad knowledge of the procedures, laws and technical requirements related to the field of school facilities planning.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Assist with OPSC, CDE, and DSA applications and submittals; process required forms for eligibility, funding, and continue to monitor projects through the process and closeout audits.
- \* Assist in the processing and reviewing of environmental compliance documents.
- \* Monitor project budgets within appropriate funds; verify expenditures per budget and contract; maintain up-to-date financial statements by project within fund; monitor cash flow; verify income and authorize expenditures in accordance with established limitations.
- \* Monitor residential/commercial/industrial subdivision activities that affect the district.
- \* Assist in the coordination and development of developer fee justification studies and School Facility Needs Analysis plans for the district.
- \* Assist in the coordination and development of short and long-range plans for the housing of students served by the district.
- \* Assist in the analysis, evaluation and acquisition of school sites.
- \* Prepare notices, public information documents, and other information items, including resolutions, agenda items and documentation required for Board action.
- \* Respond to technical questions and provide information regarding routine legal mandates, policies, regulations, and operational guidelines to the public and various public agencies.
- \* Assist in monitoring school facilities legislation.
- \* Initiates and answers telephone calls; makes appointments; composes correspondence; types from straight copy or draft letters, reports, bulletins, and memorandums, including material of a confidential nature; maintains files, compiles and prepares reports, and perform general clerical duties.
- \* Attend a variety of meetings as assigned.
- \* Perform related duties as assigned.

#### **KNOWLEDGE OF:**

- \* Theory, principles, and practice of facility planning, public education and administration, state architect approval process, bidding process, applicable codes, ordinances and regulations as relevant to assigned responsibilities.
- \* School facility construction programs, codes, rules and regulations, requirements, and restrictions.
- \* Computerized and manual maintenance work order systems.
- \* Preparation and implementation of five-year deferred maintenance plan.
- \* Preventative maintenance planning.

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**OTHER SKILLS AND ABILITIES:**

Write and speak effectively; establish and maintain effective working relations with all district personnel, public and private agencies; analyze situations and develop appropriate recommendations for action; initiate, plan and carry work through to completion without close supervision; operate computers; and willing to work additional hours periodically and travel locally.

**EDUCATION and/or EXPERIENCE:**

A minimum of one (1) year experience in facilities planning; prior work experience with a school district or county office of education working with school facilities essential.

Completion of Educational Facilities Planning Certificate Program through the University of California system, or equivalent, highly desirable.

Any combination of training and experience at a level to demonstrate the ability to perform the duties and responsibilities as described is qualifying.

**LICENSES AND/OR TESTING REQUIRED:**

If required to operate a vehicle during the course of employment, must possess a valid California Driver's license and evidence of insurability; TB test clearance; Criminal Justice Fingerprint Clearance.

**PHYSICAL DEMANDS:**

The physical demands described here 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.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is variable.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

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