

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR – FACILITIES PLANNING

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of supervisory, professional, and administrative tasks to organize and direct the work of the Facilities Planning Department. Work involves organizing enrollment data, facilities data, financial data, and coordinating the use of student assignment data with other departments. Employee develops and implements recommendations for redistricting and school attendance areas. Employee also develops and manages the facilities planning function. Reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Secures and organizes all enrollment data and facilities data into a common database so it is usable and available when needed.

Responsible for maintaining and updating the five-year capital needs survey.

Prepares, evaluates, and reports data for capital construction needs.

Coordinates work of the Facilities Planning Department with the work of Accounting and Budgeting.

Coordinates and oversees the gathering, analysis and use of student assignment data with other departments.

Manages the plans room and mapping function. Provides maps to other departments as necessary.

Supervises a subordinate staff, provides staff with professional development opportunities; advises and consults staff, assisting with non-routine situations as they arise.

Conducts personnel administration duties for staff, including hiring, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.

Reads various publications and attends various workshops, seminars, etc., to continuously upgrade professional knowledge.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

DIRECTOR – FACILITIES PLANNING

MINIMUM TRAINING AND EXPERIENCE

Master's Degree in Planning, Statistics, or Accounting preferred. Bachelor's degree in Planning, Accounting, Business Administration, Computer Science, or a related field and 10 years of related experience; or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO
PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of automated office machines including audio-visual equipment, computers, typewriters, calculators, printers, copiers, etc. Must be able to exert up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, evaluations, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, evaluations, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

DIRECTOR – FACILITIES PLANNING

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and government terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply the theories of algebra/statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment or tools of the position.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of planning principles and practices including demographic analysis, strategic organization planning, and the dynamics of community participation planning.

Thorough knowledge of the principles, practices and methods of facility planning.

Thorough knowledge of regulations and procedures regarding redistricting and/or revising school attendance zones.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of programming techniques, programming languages, operating systems, capabilities and limitations, and service requirements of computers and auxiliary equipment currently employed in the school system.

DIRECTOR – FACILITIES PLANNING

Considerable knowledge of the operation of a computer and all peripheral equipment.

Considerable knowledge of the techniques used in systems analysis and design.

Considerable knowledge of the principles of organization, supervision, and administration.

Considerable knowledge of the current literature, trends and developments in the field of school planning and cost accounting.

Skill in the use of computer hardware and software.

Skill in recognizing, analyzing and providing solutions to difficult data processing problems.

Ability to interpret and apply federal, state, local, and school system policies and regulations regarding planning and student assignment.

Ability to work in an environment which is periodically “high pressure” with tight deadlines.

Ability to exercise considerable independent judgment and initiative in independently performing assigned projects.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Thorough knowledge of regulations and procedures regarding rezoning.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.