

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PLANNING ANALYST

SALARY SCHEDULE: ADMINISTRATIVE – G

COST CENTER: BUSINESS SUPPORT SERVICES (9035)

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited college or university required. Major course work in urban planning, land use planning, community development or a related field preferred.
- (2) Professional experience in land use planning, demographic analysis, community development, or related field required.
- (3) Any combination of experience, education, and training which demonstrates the ability to perform the duties of the position may be substituted for mandatory requirements.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida Statutes and State Board of Education rules as they pertain to assigned areas. Ability to communicate effectively, orally and in writing, with diverse groups. Knowledge of needs assessment and facility planning procedures. Knowledge of demographics of Sarasota County. Ability to make decisions based on relevant information. Ability to organize and prioritize activities.

REPORTS TO:

Director, Long Range Planning

JOB GOAL

To assist with the districts planning efforts related to student enrollment, population changes, program needs, community relationships and space utilization.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Assists in the development, recommendation, and implementation of long-range facilities plans in accordance with legal and educational requirements.
- *(2) Assists in the coordination of long-range facilities planning with the overall strategic planning of the School Board of Sarasota County by providing options and alternatives for consideration.
- *(3) Establishes and maintains effective working relationships with local, state, and federal agencies, and works with local governmental agencies to share demographic data.
- *(4) Assists in the development of educational specifications and school plant surveys.
- *(5) Serves as a School Board liaison with all LPA's (Local Planning Agencies).
- *(6) Assists in the development of student enrollment projections and redistricting proposals, and location of future school sites.
- *(7) Prepares and maintains source documentation related to proposed housing developments and their impacts on the school district.
- *(8) Facilitates property acquisition and disposal for the district in association with district long range planning efforts.
- *(9) Assists in the development and monitoring of a facilities tracking system to optimize district-wide space utilization.
- *(10) Serves as a liaison with the Florida Department of Education for assigned areas of responsibility.

PLANNING ANALYST (continued)

- *(11) Responds to inquiries or concerns in a timely manner.
- *(12) Works closely with District and school staffs to support school improvement initiatives and processes.
- *(13) Disseminates information and current research to appropriate personnel.
- *(14) Keeps well informed about current trends and best practices in areas of responsibility.
- *(15) Maintains expertise in assigned areas to fulfill project goals and objectives.
- *(16) Promotes and supports professional growth for self and others.
- *(17) Develops annual goals and objectives consistent with and in support of District goals and properties.
- *(18) Maintains a network of peer contacts through professional organizations.
- *(19) Attends training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(20) Supervises assigned personnel, conducts annual performance appraisals and makes recommendations for appropriate employment action.
- *(21) Prepares or oversees the preparation of all required reports and maintains appropriate records.
- *(22) Serves on District, state or community councils or committees as assigned or appropriate.
- *(23) Represents the District in a positive and professional manner.
- *(24) Provides input in the development of annual goals and objectives for assigned department or program.
- *(25) Utilizes appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(26) Assists in implementing the District's goals and strategic commitments.
- *(27) Exercises leadership in promoting the vision and mission of the District.
- *(28) Sets high standards and expectations for self and others.
- *(29) Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
- *(30) Uses appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(31) Facilitates problem solving by individuals or groups.
- (32) Performs other incidental tasks consistent with the goals and objectives of this position.
- *(33) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

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. 11

*Essential Performance Responsibilities