



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Professional Support

Position Title: Planning Specialist II (Site Planning and Real Estate)

Position Level: 20-22

FLSA Status:

Exempt

Non-Exempt

Employee Acknowledgement of Receipt Copy:

GENERAL DESCRIPTION

This position is primarily responsible for coordinating site management and real estate activities relating to land acquisition and disposal, leases, site development, joint-use and development agreements, and to assist in the short- and long-range planning and growth management programs including district efforts to collect and analyze information related to short- and long- term school construction planning, school site selection, long range student growth, and to make recommendations to district Leadership for real estate services. To serve as a liaison between district departments and governmental agencies regarding school planning.

KEY RESPONSIBILITIES

A working knowledge of and remain current on State Requirements for Educational Facilities (SREF), administrative rules, and policies relating to planning, safety, and construction standards, and plan review and approval.

Manage the processes and procedures for site management and real estate services to include planning, evaluating, acquisition, development, and the disposal of real estate assets with emphasis on the District's Five- Year Capital Improvement Plan, school site dedications, contract negotiations, and joint-use development agreements.

Recommend selection of school sites after conducting real estate research, investigations, due diligence, verification of site suitability, and evaluation of alternatives.

Serve as a District representative to municipalities, the County, and other governmental agencies for the coordination of the implementation of the Public-School Facilities and Interlocal Agreement for public schools' siting and planning throughout Osceola County.

Manage the process and procedures for annexation, land use, zoning, right-of-way vacations, waivers, and easement requests through local government.

Manage the processes and procedures for the leasing of District owned property which include multi-year leases for billboards, telecommunication towers, agriculture, etc.

Serve as a District representative to municipalities and the County at all Development Review Committee, Planning Commission, Planning Advisory Board, and Board of County Commission, City of Kissimmee Commission, and City of St. Cloud Council meetings for public school siting, facilities, and planning agenda items.

Assist in reviewing all residential development applications received from the municipalities, the County, and the development community and generate a School Capacity Report detailing the potential impact of the development on school capacity.

Assist with the process for obtaining approval of school construction projects from local governmental entities.

Maintain a file of subdivisions and zoning applications, land use, and flood plain areas for Osceola County.
Develop and provide regular updates for 3-, 5-, 10-, and 20-year comprehensive plans for district school needs.
Communicate with other departments and public agencies for acquiring and dissemination of information relating to local school site planning.
Assist with special projects and research information as directed.
Perform other duties and responsibilities as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: Planning Specialist II (Site Planning and Real Estate)

KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Bachelor's Degree from an accredited college or university with coursework in one of the following: Business Administration, Public Administration, Urban and Regional Planning, Planning, Economics, Geography, Engineer, Real Estate, or a related field. American Institute of Certified Planners (A.I.C.P.) certification preferred.
<i>Work Experience:</i>	Three (3) Years of work-related experience or experience in school administration to include knowledge of site planning, annexation, land use, zoning, residential development, and Capital Outlay Plans. Experience in coordinating activities between governmental agencies, land development issues (surveying and environmental programs), and land use planning is preferred.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department, but at times may affect operations, services, individuals, or activities of others outside the assigned department. Make recommendations for the development of strategic plans for facilities and schools.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify but are like those seen before. Moderate and analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present on an "as needed" basis to establish general objectives and to identify potential resources for assistance. Independent judgment is required to select and apply the most appropriate policies and procedures to achieve desired results.
<i>Communications:</i>	Requires frequent contact to discuss issues of moderate importance and to respond to inquiries. Also, requires continuous contact with officials at higher levels on matters requiring cooperation, explanation, and persuasion, or with the public involving the enforcement of regulations, policies, and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within the department. Has responsibility or authority which is limited to the direction of co-workers or temporary workers.
<i>Planning:</i>	Minimum five (5) years: Plan events that will occur during a one-to-five-year period, and make recommendations for projects needed for long range planning up to twenty (20) years for the management of future growth of the district.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: Communicate effectively, orally, and in writing, which includes the ability to understand and apply construction and architectural terminologies and the ability to make presentations to diverse groups. Requires the knowledge and ability to understand the State Requirements for Educational Facilities (SREF), State Statutes, district policies, and local municipal and county planning policies and codes. Requires extensive knowledge of a district trade or technical area. Requires knowledge and ability to understand an interpret drawings, specifications, plans, maps, legal descriptions, basic construction and

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	planning practices and techniques. Requires basic knowledge of computer software applications as they relate to business operations. Must have a valid Florida Driver's License.
<i>Working Conditions/ Physical Effort:</i>	While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The noise level in the work environment is usually moderate. The employee is subject to environmental conditions which occur both inside and outside.
TERMS OF EMPLOYMENT	
<i>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 established by the district. Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i>	
HISTORY OF BOARD APPROVAL AND REVISIONS	
Board Approved: BA: 01.27.23; rev. 10/10/23	

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

- 20 Entry level requirements and enrollment/action form.
- 21 Completion of 20-hours of inservice in the past twelve months as approved by the supervisor, action form, and supervisor's recommendation.
- 22 Completion of an additional 20-hours of inservice in the past twelve months as approved by the supervisor, action form, and supervisor's recommendation.