



# OSCEOLA COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>Position Title:</b> Senior Facilities Manager-Planning		<b>Date:</b> 07.30.19
<b>Position Level:</b> 25 <b>May be assigned as:</b> 12-month	<b>FLSA Status:</b> Exempt	<b>Job Code:</b>

### GENERAL DESCRIPTION

Overall responsibilities include assisting the Director, Planning Services in the short- and long-range planning and tract development processes including District efforts to collect and analyze information related to short and long-term school planning. Primary responsibilities include the oversight and administration of multiple projects in the short- and long-range planning phases: Five Year Educational Plant Survey, Florida Inventory of School Houses (F.I.S.H.), 5-Year Work Plan, and FTE projections. Secondary responsibilities include supervision of planning management staff in the oversight and administration of school siting, redistricting, real estate, and contract administration.

### KEY RESPONSIBILITIES

Skilled in the leadership, management and development of planning management teams including assigning work and ensuring accountability.

Skilled in the administration and oversight of personnel, design professionals, real estate brokers, telecommunication, and other architectural, engineering, and consulting firms.

Skilled in negotiating design professional, telecommunication leases, and other related contracts.

Skilled in quality assurance methods and ability to apply these principles to systems as they relate to short- and long-range planning.

Ability to plan, prepare, implement and maintain the Five Year Educational Plant Survey, Florida Inventory of School Houses (F.I.S.H.), 5-Year Facilities Workplan. Knowledge of short- and long-range planning, FTE projections, educational capacity, tract development, contract administration, and school siting.

Design capabilities to assist in the annual review of prototype school design and make recommendations for new and improved processes to improve the coordination of information and projects.

Ability to monitor and apply sound fiscal oversight in order to maximize fiscal responsibility and cultivate a culture of fiscal responsibility.

Ability to use problem-solving, public relation and communication skills in order to collaborate with multiple stakeholders, departments and governmental agencies in achieving of mutual objectives.

Understanding of metrics and continuous process improvement.

Demonstrated ability to identify and implement needed changes in an organization.

Demonstrated skills and knowledge to develop and maintain 3-, 5-, 10-, and 20- year comprehensive plans for District school needs.

Demonstrated knowledge to manage the process and procedures for Department of Education submittals and other mandatory statutory submittals pertaining to educational facilities and capital outlay planning EFIS System.

Design capabilities to create F.I.S.H. Drawings with basic AutoCAD proficiency.

Demonstrated ability to employ various tracking systems to monitor and ensure compliance with established project budgets, schedules and other milestones critical to the overall success of projects.

Ability to understand requirements and work in cooperation with municipalities, regulatory agencies and the district's Design and Construction and Finance departments to ensure that project requirements are achieved while maintaining project parameters including local County and municipalities, DOE and SREF requirements.

Ensure that Board and other administrative authorizations are obtained prior to execution of work.
Ensure that all due diligence is completed in order to take projects into facilities planning. Coordinates efforts with the Facilities and Design and Construction Departments.
Assist in resolving planning services issues.
Respond to internal and external customers in a timely, accurate, courteous and empathetic manner representing SDOC in a positive manner.
Keep the Director, Planning Services informed of all issues about which he or she should be aware.
Fulfill the duties of the Director, Planning Services in his/her absence.
Perform other duties as assigned by Supervisor.

## CLASS SPECIFICATION

<b>Position Title:</b> Senior Facilities Manager-Planning	<b>Job Code:</b>	<b>Position Level:</b> 25
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<b>KEY JOB REQUIREMENTS</b>	
<b>Formal Education:</b>	Bachelor’s Degree from an accredited college or university with coursework in Business or Public Administration or related area.
<b>Work Experience:</b>	Five (5) years of professional or technical experience in Pupil Planning, Short- and Long-Range Planning. CAD or GIS preferred.
<b>Impact of Actions:</b>	Makes recommendations or decisions which impact the assigned department and may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<b>Complexity:</b>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedents are typically created by this position. A high degree of analytic ability and creative thinking is required to develop plans for highly intricate, technically complex problems.
<b>Decision-Making:</b>	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. Actions taken may be based on similar situation encountered in the past.
<b>Communications:</b>	Requires frequent contact with internal and external persons to discuss issues of critical and moderate importance and to respond to inquiries. 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. Involving considerable tact, discretion and persuasion in gaining the cooperation of others. Requires the handling of delicate relationships and complex situations.
<b>Managerial Skills:</b>	Responsible for making recommendations within the department in the area of compensation, staff selection, disciplinary action, complaints, staff performance appraisals, and similar supervisory duties. Plans, assigns and evaluates the work of subordinates for effective operation and results of the unit.
<b>Planning:</b>	One (1) to ten (10) years: Plan events that will occur during a one to ten 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.
<b>Job-Related Knowledge and Skills:</b>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a “seasoned” professional. Requires knowledge and ability to understand and apply planning, construction, architectural terminologies, municipal and county planning policies and codes, District policies, SREF, and State Statutes and the ability to make presentations to diverse groups. Experience in facilitating group processes in consensus building, conflict resolution, planning and decision making. Requires basic knowledge of computer software applications as they relate to business operations. Must have a valid Florida Driver’s License.
<b>Working Conditions/ Physical Effort:</b>	While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. Work requires minor physical exertion and/or physical strain. Work environment involves frequent exposure to disagreeable elements.

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.