

# **Hernando County School Board Florida**

FLSA: Exempt, Non-Union

<b>PLANNER</b>
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## **Required Qualifications:**

- Bachelor's Degree from an accredited educational institution, OR a combination of education and progressive experience directly related to professional development in school or community planning, urban or regional planning, geography, public administration, GIS, architecture, engineering, or related field as follows
  - AA Degree and (5) years of experience
  - Technical College Certificate and (7) years of experience
- Valid American Institute of Certified Planners (AICP) certificate OR candidate designation
- Three (3) years of experience in professional planning (e.g., community, school, urban, etc.) or a related field
- Must possess a valid Florida driver's license

## **Desired Qualifications:**

- Master's Degree in required fields listed above
- Experience in demographic forecasting and long-range planning
- Experience working for or coordinating directly with local governments
- Experience with computer applications, including Microsoft Office/365
- Experience with Geographic Information Systems (GIS) for mapping and spatial analysis
- Experience with the Department of Education's Educational Facilities Information System (EFIS)
- Knowledge of state and local growth management and land development/zoning regulations
- Knowledge of educational facilities legislation, and Florida State Requirements for Educational Facilities (SREF)

## **Performance Responsibilities:**

- Work with various agencies regarding land use, development review, zoning, permitting, environmental regulations, inter-local agreements, site selection, demographics, and site permitting
- Review zoning and concurrency regulations, conduct school capacity and concurrency analyses, and make recommendations or issue findings on the impacts of new development to the District
- Collect data on future growth and development, trends, and traffic patterns from new development permit applications
- Coordinate due diligence feasibility studies and make recommendations for site selection, land acquisition, and best utilization for existing and proposed District property
- Keep current on new federal, state, and county laws and regulations related to site selection, zoning, and land use
- Sit as a District representative on local, county, and municipal planning agencies
- Coordinate with the District's attorneys as needed

Planner

- Make presentations to the School Board, administrators, and public groups and provide testimony in zoning hearings and court hearings
- Attend meetings outside normal office hours
- Remain flexible and adaptable in dealing with rapidly changing priorities and demands
- Establish and maintain cooperative working relationships with local government, design professionals, contractors, school administrators, staff members and the general public
- Exercise judgement and decision making in interpreting and applying laws, rules, regulations, and policies
- Analyze and evaluate data to solve problems with multiple stakeholders
- Possess clear and concise oral and written communication
- Effectively communicate technical information to technical and non-technical personnel
- Assist in drafting and implementing the District's 5-, 10-, and 20-Year Capital Plan and the Department of Education's Five-Year Work Program and Five-Year Educational Plant Survey
- Participate in conferences and other trainings to enhance job performance
- Seek out professional development opportunities and maintain professional licensure and certifications
- Perform other duties as assigned by the Director of Facilities and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Director of Facilities and/or designee

**Evaluation:**

Annual evaluation done by Director of Facilities and/or designee

**Terms of Employment:**

12-month (249-day) employment

**Salary:**

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category G

**Job Code:**

74020

Board Approved:

Revised: