

MODESTO CITY SCHOOLS

JOB DESCRIPTION

PLANNING ANALYST

DEFINITION:

Under the direction of the Senior Director of Business Services, coordinate and monitor the levy and collection of special taxes and developer fees; develop, coordinate, assist and monitor school construction projects and bond programs; develop and utilize data to project school site enrollments, facility planning needs and school boundary requirements; train and supervise the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide technical expertise for the development of short and long-range master plans for school facilities; utilize residential subdivision activity data to monitor and project school enrollments; adjust attendance boundaries as needed; monitor real estate and special districting changes for planning purposes.
- Prepare and monitor data for use in the projection of student enrollments and other trends for budget and staffing; develop, test and analyze enrollment projection methods to incorporate information on birth rates, transit rates, generation factors, ethnicity factors, regular and special census data and other pertinent factors.
- Conduct studies for various planning programs including statistics for student generation rates for housing, enrollment history by year, school and grade levels, school boundaries, demographic patterns and community resources; generate data on projected boundary adjustments, shifting enrollment patterns and future student and community population needs.
- Assist with the preparation of and analyze demographic information to establish new school attendance area boundaries; develop and maintain statistical data on enrollment history, school boundary records, real estate records, legal descriptions and maps, geographic and population forecasts.
- Prepare and monitor the tax report for the annual levy of applicable tax; review tax report inquiries and coordinate the resolution of related disputes; prepare data and support materials for District community facilities District administration and operations.
- Assist with the preparation of and coordinate the environmental impact review for projects and prepare input and response as appropriate; assist with the preparation of data, support materials and project applications for the State School Building Program; prepare data and other support materials for District, special districts and Joint Powers Authority administration.
- Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Prepare and coordinate the justification for the collection of developer fees; monitor residential subdivision activities affecting school sites; assist with the recommendation of the selection of school sites; develop, implement and monitor the student location system.
- Communicate with local and State planning, regulating and governmental agencies as directed; collaborate with District administrators and personnel, feeder district staff, other public agencies and the public to relay information, gather data and resolve conflict.
- Provide technical expertise, information and assistance to the administrator regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.
- Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
- Drive a vehicle to various sites to conduct work.
- Attend and conduct a variety of meetings as assigned; serve as representative at meetings regarding school planning matters.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:**Education and Experience:**

- Any combination equivalent to: Bachelor's degree in urban planning, engineering or related field and five years increasingly responsible experience in real estate, facilities planning and construction activities.
- Successful experience collecting, analyzing and compiling technical information and preparing reports, charts and maps summarizing the data.
- Successful experience utilizing complex software in the development of data bases, projections and other related applications for analysis.

Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRABLE QUALIFICATIONS:

- Successful experience performing public planning duties, real estate transactions, special district Administration and responsibilities, including enrollment projections, master planning, demographic and other studies.
- Knowledge of and ability to apply principles and practices in forecasting, planning and/or statistical research methods.
- Knowledge of or ability to apply automated graphic based modeling techniques.
- Ability to understand and use technical information applicable to long-range planning, special district administration and land use development.

Knowledge of:

- Planning, organization and direction of facilities and planning functions.
- Special taxing districts and developer impact fees.
- Real estate principles, practices, procedures and policies.
- Projection methods for births, population, and enrollment trends.
- Research techniques and procedures.
- Construction industry practices and procedures, including cost estimating, project scheduling and project management.
- Applicable laws, codes, rules and regulations.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Coordinate and monitor school construction projects and tax and bond programs.
- Train and supervise the performance of assigned personnel.
- Present data graphically.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.

- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare and maintain comprehensive reports.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information and make presentations.
- Standing or walking for extended periods to conduct inspections.
- Climbing ladders during site visits.

Hazards:

- Working at heights during site inspections.
- Working around or with machinery having moving parts during site inspections.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 9/16/2014

Board Approved: 10/20/2014

FLSA Status: Exempt