

Madera Unified School District Classified Job Description

Facilities Planning Analyst

Purpose Statement

The job of Facilities Planning Analyst was established for the purpose/s of supporting the educational process with specific responsibility for assisting in the analytical investigative duties related to facilities planning program; assisting in the planning and design of school facilities and construction projects, student housing, and boundaries; coordinate facility programs; and assist with the District's Labor Compliance Program.

This job reports to Director of Facilities Planning and Construction Management.

Essential Functions

- Analyzes data (e.g. school boundaries, enrollment projections, developer fee for new construction, etc.) for the purpose of providing recommendations and for school site capacity/room usage and budgetary planning.
- Communicates with administrators, personnel and outside organizations (e.g. staffing projections and allocations, facility use, demographic trends, attendance boundary adjustments, etc.) for the purpose of balancing enrollment, resolving issues and conflicts and exchanging information.
- Creates and maintains manual and electronic documents, files and records (e.g. site maps, Arc GIS maps, enrollment and demographic trends, student school-to-school overflows, attendance area modifications, archival information, etc.) for the purpose of providing up-to-date reference materials; and balancing school enrollment.
- Creates, and maintains staffing projections and allocations for the purpose of staffing according to student enrollment needs.
- Participates in meetings, workshops and seminars as assigned (e.g. staff, community groups, parent groups, city, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Presents to a variety of groups (e.g. Board, subcommittees, funding agencies, community groups, etc.) for the purpose of providing information, making recommendations and/or ensuring compliance with established guidelines.
- Researches a wide variety of information (e.g. prevailing wages, enrollment trends, funding allocations, etc.) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.

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- Responds to inquiries (e.g. administrative staff, local inspectors, contractors, architects, the public, etc.) for the purpose of providing required information and/or referring to appropriate source.
- Reviews county and municipal development plans for the purpose of analyze data to predict future demographic trends for planning and facility use purposes.
- Serves as a liaison between the department and architects/contractors for the purpose of facilitating communication.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; communicating with diverse groups; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; local government administration and budgeting; Geographic Information Systems applications; and pertinent computer software applications.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; adhering to safety practices; being attentive to details; meeting deadlines and schedules; working with frequent interruptions; and working under time constraints.

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Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience One year of professional experience requiring the analysis, research and review of demographic, financial, and/or facility planning support systems.

Education Bachelor of Arts or Bachelor of Science degree with an emphasis in mathematics, public administration, business, construction management, architecture, or engineering or closely related field.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Certificates

Valid CDL

Continuing Educ./Training

None Specified

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

Physical Demands(C)

FLSA Status

Non Exempt

Approval Date

Salary Range

Range 50 – Classified Salary Schedule