



While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO              District General Counsel

### GENERAL RESPONSIBILITIES

1. Directs all personnel in the office of Interagency, Real Property and Regulatory Coordination to ensure that all intergovernmental coordination, growth management, , concurrency, real property management and related regulatory compliance responsibilities are fulfilled in a timely and efficient manner.
2. Develops, maintains, and executes School Board policies related to concurrency, real property, and interagency and regulatory coordination.
3. Directs and coordinates the land acquisition processes required to ensure District facilities are provided and utilized to meet current and future needs.
4. Assists in legal research and document drafting and review as assigned

### SPECIFIC RESPONSIBILITIES

1. Represents the school district in matters pertaining to growth management, real property management and acquisition, and site permitting and reports these issues to the District General Counsel, and Chief Operations Officer.
2. Assists in the coordination of growth management and other interlocal agreements, land acquisition negotiations and agreements in accordance with established policies.
3. Establishes and supervises project schedules for growth management and real property management and acquisition, including coordinating property appraisals, surveys and due diligence for real property transactions (feasibility and environmental studies). Coordinates the Land Acquisition Committee.
4. Evaluates projects and services of growth management and real property professionals under contract to the Board to determine compliance with set goals and objectives of the capital plan and interlocal agreements. Reports findings to District staff to ensure appropriate actions are taken.

5. Serves as the School District representative on the Collier County Planning Commission to monitor impacts of proposed residential development on the District..
6. Maintains knowledge of Florida Statutes pertaining to growth management, interagency and regulatory coordination and real property. Recommends and maintains appropriate Board policies.
7. Prepares and presents School Board agenda items related to growth management, interagency and regulatory coordination and real property.
8. Works with governmental agencies and various consultants whenever such professional services are required to complete a specific project.
9. Assists in the development of capital plans as needed, and coordinates with various District staff, governmental agencies, civic groups and citizen groups.
10. Coordinates with federal, state, county, municipal and regional agencies regarding land use, development review and permitting, zoning, permitting and environmental considerations on behalf of the School District. .
11. Serves as the District coordinator of all easements, right-of-way permits, mitigation issues and property transactions.
12. Oversees and coordinates the integration of the 5/10/20 Year Capital Plan with capital plans of local government.
13. Responsible for ensuring the District's real property holdings and acquisitions are closely coordinated with state, county, municipal, and regional agencies and that sufficient holdings are maintained to meet the needs of student growth.
14. Serves as the School District's liaison with the GAC Land Trust.
15. Negotiates applicable mitigation for Developments of Regional Impact (DRIs) and for school concurrency mitigation. Issues Public School Concurrency Compliance/Noncompliance Letters on behalf of the District.
16. Approves all department reports and documents prior to submission to the District General Counsel, Superintendent and/or Board.
17. Assists the District General Counsel in research and the review of documents as assigned.
18. Performs other duties as assigned.