

## JOB DESCRIPTION

TITLE LONG RANGE PLANNER

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/  
Experience Bachelor's degree with five years experience in Urban and Regional Planning with a government agency or private firm. Experience in the administration and direction of planning activities required. Advanced level computer skills required (e.g., word processing, spreadsheets, data bases, email).

Language Skills Ability to read, analyze and interpret land use and development regulations and codes, common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or school board members.

Mathematical Skills Ability to apply and interpret statistical data and analysis, advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Certificate/License N/A

Reasoning Ability Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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. While performing the duties of this job, the employee is regularly required to sit. The employee is required to talk and hear. The employee is required to stand, walk; use hand to finger, handle, or

feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, 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** Executive Director of Student and Staff Projections, Allocations and Reporting

### GENERAL RESPONSIBILITIES

1. Provides assistance to the Executive Director and other District departments in the annual update and development of the District's Capital Improvement Plan.
2. Serves as the District's liaison for coordinating long range plans with local, state and federal governmental agencies.
3. Evaluates Developments of Regional Impact (DRI), conducts reviews of development proposals and performs concurrency evaluations.
4. Coordinates the District rezoning process regarding student attendance zones. Makes recommendations for attendance zones as appropriate.
5. Assists the Executive Director with the preparation of the official student (FTE) projection.
6. Serves as the Supervisor of the department in the absence of the Executive Director.

### SPECIFIC RESPONSIBILITIES

1. Coordinates closely with state, county, municipal, and regional agencies regarding land use, development review, population and residential development data, student growth and demographics. Ensures agency notification and coordination as required by Florida Statutes.
2. District representative on the Staff Working Group as required by the Collier County Interlocal Agreement for Public School Facility Planning and School Concurrency.

3. Represents the District on various boards and committees and attends various meetings regarding the district capital improvement plan.
4. Evaluates Planned Unit Developments (PUD) relating to the Developments of Regional Impacts (DRI) in Collier County to determine the need for acquisition of school sites or other facility needs within the DRI. Reviews all residential developments proposals submitted to local governments for approval to determine whether school capacity is available at the time and location that the new development would occur. Tracks residential development approvals. Performs a concurrency evaluation of all site development plan and plat proposals.
5. Collects and analyzes current data in the form of spreadsheets, reports and geographic information from state, county, municipal and regional agencies that may have an impact on student enrollment and uses it to update the capital improvement plan and geographic information systems.
6. Prepares annual student projections by school and school concurrency service area for the first 5 years of the capital improvement plan and by level for the 10 and 20 year planning timeframes.
7. Conducts school capacity evaluations and provides recommendations for additional student capacity and locations for future schools.
8. Prepares and evaluates possible rezoning options for new school openings.
9. Prepares documents and presentations for public meetings regarding rezoning of student attendance boundaries.
10. Provides Geographic Information System (GIS) and capital plan software management, planning, maintenance and technical expertise.
11. Prepares maps, reports and spreadsheets regarding development approvals, zoning, land use, interlocal agreements and demographics as needed.
12. Coordinates Special Program (ESE, ELL, Vocational) FTE projections.
13. Performs other duties as assigned.