

| JOB TITLE | DEPARTMENT | REPORTS TO |
|--|------------|--------------------------|
| Coordinator of Growth Management, Land Acquisition, and Inter-Governmental | Operations | Chief Operations Officer |

| | |
|------------------------------|---------------------------------------|
| Position No: 74008 | Length of Work Year: 12 Months |
| Salary Schedule: AD11 | Date Approved: 4/10/18 |
| FSLA: Exempt | Date Revised: |

| MINIMUM QUALIFICATIONS |
|--|
| <ol style="list-style-type: none"> 1. Bachelor's Degree in urban planning, educational facilities planning, engineering, business administration or related field. Advanced degree preferred. 2. Minimum of five (5) years experience in urban planning or construction management. 3. Successful experience in planning procedures including demographic, economic and facility forecasting and data-based long-range planning. 4. Successful experience in the development of five year, ten year and longer range plans using computerized planning and demographic models. 5. Evidence of strong financial and communications skill with demonstrated ability to work effectively with the public, governmental entities, school administrators and various groups and individuals. 6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities. 7. Ability to perform the functions of the position. |
| DUTIES AND RESPONSIBILITIES |
| <ol style="list-style-type: none"> 1. To coordinate planning functions related to school facilities based upon long-range and short-range district goals, priorities and needs in conjunction with other governmental agencies. 2. To utilize survey findings, demographic projections, facility improvement requests and other data to identify long-range capital outlay needs. 3. To monitor growth trends, identify unforeseen requirements, and modify plans for educational facilities assuring that all affected agencies are involved in plan modifications. 4. To gather, analyze and organize data related to the development of short and long-range educational facilities construction, utilization, improvement and expansion plans. 5. To supervise all activities related to compiling information related to demographics, changing population trends, housing patterns, public school locations and student assignment. 6. To present pertinent information to appropriate parties both internal and external – School Board, Budget/Finance Committees, Community Advisory committees, other governmental agencies, etc. 7. To work with developers, local governmental agencies and others to identify parcels of land meeting state and local criteria for potential school sites and to supervise intergovernmental planning functions for the development of new schools and modernization of existing schools. 8. To plan and direct emergency preparedness for disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures during natural disasters such as hurricanes. |

9. To coordinate disaster response or crisis management activities, such as ordering evacuations, opening public shelters, and implementing special needs plans and programs.
10. To act as a liaison with the St. Lucie County Division of Emergency Management during FEMA Emergencies and disaster hurricane preparedness activities.
11. To oversee the acquisition of future school site parcels to facilitate the district 20 year facilities needs.
12. To oversee the maintenance of inventory records of sites and buildings for the Florida Inventory of School Housing (FISH).
13. To analyze the mutual impact of transportation routing procedures with existing and emerging roadways and roadway construction in locating new school facilities.
14. To represent the Board at appropriate meetings of municipal and county governments relative to land zoning, density, concurrency, etc.
15. To perform the assigned tasks in a timely and efficient manner.
16. To perform the assigned tasks with a high standard of quality.
17. To perform other duties as assigned by the Supervisor.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.