

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

1/22	<u>MANAGER OF PLANNING & PROPERTY SERVICES</u>	3.7.1.1
Effective Date	Job Title	Index

1. **Primary Function:** Develops and implements plans and programs to assure that the District's physical facilities meet present and future needs for the proper housing of students, staff and the conduct of all educational and related programs and activities; manages the purchase, disposal and use of District properties.

2. **Responsibilities:**
 - 2.01 Develops and recommends plans for providing current and future facility needs based on school capacity, enrollment, projected enrollment, current and projected educational program needs and other local governmental agencies' activities and plans (Facility Plan).
 - 2.02 Develops and coordinates District Capital Improvement Program.
 - 2.03 Coordinates the planning for future District sites and buildings with other local governmental agencies. Assesses the impact of zone changes, street development plans, proximity of existing parks, and recreational facilities on existing and projected physical facilities.
 - 2.04 Participates in the development and recommendation of policies for the joint use of public buildings and grounds.
 - 2.05 Coordinates facility sale and purchases, encumbrance of or for district facilities, leases and long-term rentals.
 - 2.06 Assesses needs and develops plans for space utilization with the District.
 - 2.07 Coordinates assignment and movement of portable facilities within the District and disposal thereof.
 - 2.08 Maintains and updates property and building files through appropriate means. Insures that all District property is recorded with government agencies appropriately and accurately.
 - 2.09 Represents the district on the technical advisory committee to the Salem-Keizer Area Transportation Advisory (SKATS). Coordinates with district-assigned SKATS policy committee member.
 - 2.10 Coordinates the contract for special services provided by other agencies pertaining to maps and statistical data relating to land use and development activities within the District.
 - 2.11 Performs other related duties as assigned.

3. **Major Planning Requirements:**
 - 3.01 Makes long and short-range enrollment and populations projections including ADM and actual enrollments.
 - 3.02 Develops both long and short-range plans to meet the District's requirements for physical facilities.
 - 3.03 Develops both long and short-range plans for the scheduling and completion of capital improvement programs up to ten years in the future.

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01/22	<u>COORDINATOR OF PLANNING & PROPERTY SERVICES</u>	3.7.1.1
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4. Key Relationships:

- 4.01 Director of Facilities and Planning: Reports to this position.
- 4.02 Maintenance Manager and Construction Services Manager: Works with these positions for the maintenance of property and building records.
- 4.03 School and District Administrators and Departmental Supervisors: Confers, counsels and advises them on all matters relating to facilities planning.
- 4.04 Architects and Building Contractors: Confers with them on building plans and programs.
- 4.05 Local Governmental Agencies: Informs them of the District's plans for future facilities and confers with them on the impact of agency actions and proposed actions on District operations and/or proposed operations.
- 4.06 Coordinates testing and safety information with Risk Management Department.
- 4.07 Assists Level Directors with changes to attendance boundaries.
- 4.08 Fiscal Services: Confers with them. Provides annual reports for property and equipment values.

5. Minimum Qualifications:

- 5.01 Bachelor's degree in architecture, engineering, facilities planning or a related field.
- 5.02 Over five years of planning and management experience, and/or construction management experience.

6. Term of Employment: 12 months.

7. Working Conditions: Office environment with occasional trips to existing district facilities, lease and potential purchase sites, community meetings and hearings, and some evening meetings.

Salem-Keizer School District is an Equal Opportunity Employer