

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b>MANAGER OF PLANNING, DESIGN AND CONSTRUCTION</b>
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**Required Qualifications:**

- Bachelors Degree from an accredited university or college
- Three (3) years experience in planning or related professional experience
- Demonstrated familiarity with techniques of statistical research and mapping
- Demonstrated knowledge of state and county regulations as they pertain to planning, zoning, growth management and transportation
- Knowledge of federal programs' operating procedures, including guidelines and regulations relating to federal programs
- Ability to work independently and communicate effectively with multiple stakeholders including governmental officials, citizen groups and developers

**Desired Qualifications:**

- Masters Degree
- Degree in Urban or Regional Planning
- Experience in School Planning
- American Institute of Certified Planners (AICP) Certification
- Experience with community/government relations
- Working knowledge of the Hernando County mapping system (ARC-View)
- Geographical Information System (GIS) or computer modeling experience

**Performance Responsibilities:**

- Perform professional architectural and managerial work in supervising and participating in the planning, design and construction of new facilities and the alteration/renovation of existing facilities.
- Oversee preparation of plans, specifications and other contract documents, develop bidding procedures.
- Represent the School District as the point of contact in matters relating to construction.
- Coordinate the work of outside consultants with the needs of the District in all matters relating to design and construction.
- Approve progress payments to consultants and contractors.
- Monitor the progress of construction to ensure compliance with plans and specifications and workmanship standards.
- Establish and maintain an effective working relationship with local, state and federal agencies and private organizations that affect and are affected by the short and long range planning of the district

- Act as the district liaison with the county and city regarding School Concurrency and the Interlocal Agreement
- Act as district liaison with developers to ensure proportionate share mitigation as it relates to School Concurrency
- Review and respond to applications to local governments for land use, rezoning, subdivision and other appropriate development proposals to determine school capacity and ensure that school-related issues are addressed
- Attend Hernando County Planning and Zoning meetings and Hernando County Board of County Commission meetings related to zoning and land use to provide input as needed
- Represent the district in the Development of Regional Impact (DRI) Studies
- Participate in the district's Impact Fee Studies and assist with public hearings and presentations
- Ensure the district's compliance with the county's and city's Comprehensive Plans
- Establish and maintain an effective planning database to collect, analyze and interpret demographic data as it relates to student projections and facility needs
- Research, analyze and prepare comprehensive planning projects and reports, i.e. the 5-year Tentative Work Plan, Future Facilities Plan, FTE projections and long-range student enrollment projections by school
- Monitor growth trends, identify unforeseen requirements and modify plans accordingly, assuring that all affected agencies are involved in plan modifications
- Coordinate, schedule and compile documentation to update Florida Inventory of School Houses (FISH) and Supplemental Spot Surveys with the Department of Education
- Oversee boundary planning and redistricting efforts
- Make recommendations regarding the selection and acquisition of future school sites to accommodate growth for the district
- Develop, manage and present rezoning petitions brought before local government on behalf of the district
- Oversee the Facilities Operations Planning and CAD Designer Specialist and Facilities Specialist Position
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Facilities Operations and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Director of Facilities Operations and/or designee

**Evaluation:**

Annual evaluation done by the Director of Facilities Operations and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category E

**Job Code:**

74020

Board Approved: 01/15/08

Revised: 01/20/09, 03/03/09, 05/17/11, 08/09/11, 07/31/12, 06/10/14, 7/6/15, 10/18/16, 11/7/17