



**JOB DESCRIPTION**  
Planner

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|---|----------------------------|
| <b>DIVISION:</b> Office of Operations                         | <b>GRADE:</b> 129          |
| <b>DEPARTMENT:</b> Facilities Services (Capital Improvements) | <b>WORK DAYS:</b> Annual   |
| <b>REPORTS TO:</b> Director (Capital Projects)                | <b>FLSA STATUS:</b> Exempt |
| <b>CLASSIFICATION:</b> Classified                             | <b>DATE:</b> 5/30/2021     |

**Our Mission:** Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

**Our Vision:** A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

**Our Guiding Principles:** **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

**POSITION SUMMARY**

The Planner provides and coordinates short-term and long-term planning activities while evaluating current and long-range system conditions in regards to student population and attendance zones, city demographics and citywide and community specific development and the integration and use of this information for effective facilities planning. Works with district Demographer, and city and county planning agencies to ensure that adequate future school facilities are provided for projected school-age population. Understands and adheres to current trends and approaches to best deliver services to the District. Adheres to departmental rules, policies, and procedures.

**MINIMUM REQUIREMENTS**

***EDUCATION:***

- Bachelor's degree in Urban Planning & Development, Architecture or related field required.

***CERTIFICATION/LICENSE:***

- N/A

***WORK EXPERIENCE:***

- 3 years experience in student enrollment analysis, geographic boundary development and facility needs planning.

**KNOWLEDGE, SKILLS & ABILITIES**

- Proficient in Excel, Microsoft Suite, Visio, PowerPoint, Outlook.

**ESSENTIAL DUTIES**

- Utilizes the five-year forecast of student population within school zone and school cluster for use in facilities planning, defining site-utilization effectiveness and/or opportunities, and meeting the objectives of the District.



- Provides information to school Principals and other school employees about rezoned students including lists, number statistics and consults with the general public and departments internal to APS as to the impact of students population forecasting.
- Facilitates rezoning activities associated with minimizing over and under utilization of facilities; create and produce general planning maps and rezoning maps.
- Maintains zoning maps in various forms for use by multiple parties.
- Graphically depicts demographic distribution of student population using latest GIS tools and school zones and planning impacts with various software formats.
- Effectively communicates planning standards and impacts.
- Plans and develops options for rezoning school boundaries and create, produce general planning maps and rezones maps as required.
- Analyzes planning and zoning data for land utilization, population saturation, and neighborhood maturation and analyzes available demographic information from local and national resources including, but not limited to, Atlanta regional Commission, state planning agencies, GDOE, universities and private sources.
- Prepares reports, letters, and presentations as necessary to present to the Executive Director of Facilities Services, district Senior Administration, The Board of Education, and to the community including, but not limited to, facilities master plans, capital outlay, projects and applications, and utilization options and/or recommendations.
- Ensures continuous improvements of facilities planning through the assessment of best practices, application of new technologies and solutions, and input from users and customers.
- Maintains records and prepare reports and recommendations regarding placement, condition, and anticipated timeframes of the use of portable classroom buildings and available facilities for temporary relocations.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

### **PHYSICAL ABILITIES AND WORKING CONDITIONS**

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

**Vision:** Ability to read small print and view a computer screen for prolonged periods.

**Hearing:** Ability to tolerate exposure to noisy conditions.

**Speech:** Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

**Upper Body Mobility:** Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

**Strength:** Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

**Environmental Requirements:** Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

**Mental Requirements:** Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks



in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

**Remote Work Requirements:**

**Additional Work Conditions & Physical Abilities:** Ability to be flexible and adapt as needed between various in-person working environments.

***The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.***

***This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.***