EMPLOYEE NAME: ______________________

Revised: 7/09, 10/12, 3/14; 4/16; 3/18; 6/18

JOB DESCRIPTION

POSITION TITLE: Director, Planning & Logistics  JOB CODE: 489A
DIVISION: Operational Support  SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Planning  WORK DAYS: 238
REPORTS TO: Senior Executive Director, SPLOST  PAY GRADE: Rank A (K01)
FLSA: Exempt  PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Provides leadership and oversight for the Districts’ attendance zones and property related issues, while serving as liaison for local government agencies; directs the logistics team in their task of providing furniture, fixtures and equipment for all District Facilities.

REQUIREMENTS:

1. Educational Level: Bachelor Degree required
2. Certification/License Required: None
3. Experience: 5 years of experience in areas related to land purchasing and easement agreement preferred; 2 years of supervisory experience preferred; Geographic Information Systems software, especially ArcGIS, experience preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication, ability to deliver presentations to all levels of management, customer service skills, knowledge of strategic planning and processes for measuring results, project management skills, leadership skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Provides leadership and guidance to the District in the organization of school attendance zones, especially as it relates to redistricting; develops new plans with appropriate maps and documentation for modifying attendance zone boundaries, and acts as possible initial contact for the public regarding attendance zone information or materials; publishes District attendance information for both current and anticipated attendance zone changes; plans and implements capability to view attendance zone maps via the Internet and District web page.
3. Analyzes projections of student population and CCSD demographic changes to determine the need and location of new schools or potential needs for redistricting; presents data to a variety of internal and external groups or individuals.
4. Coordinates acquisition of real property required for construction of new schools and facilities, as well as expansion and renovation of existing schools and facilities; coordinates sale of surplus property; establishes excellent working relationships with real estate brokers and developers to facilitate the planning of CCSD’s future needs; participates with District staff in development of strategic plans as relates to demographic and geographic data.
5. Establishes and maintains current maps and related documentation for school attendance zone boundaries through the use of GIS (Geographic Information System) software; expands the use of the GIS software to include presentation of other geographic or demographic data or features related to students, employees, land features, etc.; develops and maintains the integration of GIS data with District data warehouse applications.
6. Develops excellent relationships with Cobb County government agencies such as planning and zoning commissions, GIS departments, etc.; attends County Commission and zoning planning meetings as needed.
7. Coordinates Executive Session land matters, as well as property issues related to all rights-of-way, permanent and temporary construction easements, drainage and driveway easements, and utility easements for electrical, gas, sewer, and water needed for additions, renovations and new construction.

8. Manages District’s communication towers and facilities and acquisition agreements thereof.

9. Coordinates with the Transportation Department regarding geographic planning and potential impacts.


11. Prepares and administers detailed budget for Planning; maintains knowledge of laws, policies, and regulations that affect Planning.

12. Develops and recommends operational policy relating to Planning.

13. Hires, supervises, and evaluates the Logistics staff.

14. Reviews and evaluates recommendations regarding logistics.

15. Assists in the selection and evaluation of District vendors and consultants as appropriate.

16. Represents the District at designated meetings, including meetings with the community to introduce and/or review planned projects.

17. Performs other duties as assigned by appropriate administrator.

Signature of Employee  

Date

Signature of Supervisor  

Date