

EMPLOYEE NAME: \_\_\_\_\_

Revised: 10/12; 10/13; 5/16; 6/18, 7/22

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Director of Planning and Design	<b>JOB CODE:</b> 489A
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> SPLOST	<b>WORKDAYS:</b> 235
<b>REPORTS TO:</b> Senior Executive Director, SPLOST	<b>PAY GRADE:</b> Rank A NK01
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Facilitate and oversee the development of a quality management program (QA/QC) for the Design Phase of projects, as well as establish and maintain project standards through oversight of CCSD design requirements and educational standards.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor's degree required. Degree in architecture preferred.
2.	Certification/License Required: Professional license in architecture preferred
3.	Experience: 10 years of experience in architecture or administration of planning, project management or construction required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Excellent oral and written communication skills; demonstrated leadership, organizational, and planning skills; proficient in Excel, Word, Microsoft Project (other Scheduling Tools and CCSD financial system)

*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.	Maintains, prepares, and updates district educational standards and design requirements.
3.	Assists in the selection and evaluation of project architects, engineers, vendors, and consultants as appropriate.
4.	Attends designated meetings as required.
5.	Establishes, oversees, and maintains quality management (QA/QC) program for the SPLOST projects, including policy and procedures.
6.	Coordinates recommendations for the assignment of capital improvement projects to design consultants.
7.	Identifies tools and techniques for program to establish and maintain quality throughout the program.
8.	Audits SPLOST projects to ensure quality management and adherence to district design requirements and educational standards.
9.	Promotes, coordinates, and oversees the communication between program managers, construction managers, and logistic managers.
10.	Prepares, reads, and interprets financial reports, spreadsheets, and related materials.
11.	Develops and recommends operational policy relating to planning.
12.	Oversees and administers the review and approval of FEAE-R Projects, including the need for SPLOST Department oversight of construction.
13.	Oversees and maintains archive documents for all facilities.
14.	Analyzes projections of student population and CCSD demographic changes to assist in determining the need and location of new schools or potential needs for redistricting.
15.	Prepares and administers detailed budget for planning; maintains knowledge of laws, policies, and regulations that affect planning.

16.	Coordinates long-range planning for facility construction and infrastructure projects.
17.	Creates long-term planning scenarios for the development of future SPLOST initiatives.
18.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_