Title: Manager, Planning and Siting  
Job Code: 10142

FLSA Status: Exempt, Administrative  
Class: Managerial  
Division: Operations  
Salary Schedule: Administrative X06 plus benefits  
Bargaining Unit: 03, HASA Administrators  

Board Approved Date: September 19, 2017  
Revised Date: May 8, 2019

POSITION SUMMARY: The Manager, Planning and Siting, will provide oversight of intergovernmental processes and siting of schools and serve as the liaison between the school board and the permitting and planning departments of the local governments in Hillsborough County. The Manager, Planning and Siting, will monitor and analyze school capacity, as well as manage the process of changing school attendance boundaries.

SPECIFIC DUTIES & RESPONSIBILITIES:

- Manages the review of school attendance boundaries, school capacity, and the process established to change attendance boundaries, providing the general manager with recommended actions as needed.
- Manages the preparation of attendance boundary maps on an annual basis or as amended.
- Acts as a liaison to other divisions to coordinate school capacity information.
- Provides information to local governments regarding impact of new residential growth on local schools as required through interlocal agreements.
- Coordinates with local partners on bicycle and pedestrian issues and improvements.
- Monitors and reports on planning/zoning/land use/platting hearings when appropriate, participates with developers and local governments as new residential developments are proposed for development, and maintains accurate records of reviews prepared.
- Assists other members of the Operations Division in the planning of new school site locations, as well as with site issues related to construction of schools.
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- Coordinates new school and ancillary sites with state, local, and federal agencies, including but not limited to Florida Department of Transportation, local government planning departments, utility service providers, and environmental agencies; evaluates sites for compliance with applicable regulations.
- Manages the preparation of the district’s five-year Facilities Work Plan.
- Acts as liaison between the Operations Division and community groups as directed.
- Establishes and maintains an effective and cooperative working relationship with local, state, and federal agencies. Ensures that department staff adhere to state rules, school board rules, departmental policies, and procedures.
- Informs the general manager of potential problems or unusual events, and responds to inquiries and concerns in a timely manner.
- Manages the preparation of the district’s five-year Facilities Work Plan.
- Acts as liaison between the Operations Division and community groups as directed.
- Establishes and maintains an effective and cooperative working relationship with local, state, and federal agencies. Ensures that department staff adhere to state rules, school board rules, departmental policies, and procedures.
- Informs the general manager of potential problems or unusual events, and responds to inquiries and concerns in a timely manner.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Develops annual goals and objectives for assigned department or programs. Exercises proactive leadership in promoting the vision and mission of the district.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
- Maintains expertise in assigned areas to fulfill project goals and expectations.
- Performs any other duties as assigned.

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the district.

COMPETENCIES: The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

Communications: Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

Project Management: Develops project plans, coordinates projects. Communicates changes and progress. Completes projects on time and, on budget. Manages project team activities.

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Leading with Integrity: Exhibits ethical and moral behavior in everyday business conduct. Earns trust of others by disclosing information and admitting mistakes. Recognizes and resolves ethical questions. Ensures organizational ethics are widely understood. Encourages open discussion of ethical issues. Creates an environment that rewards ethical behavior.

Quality Management: Fosters quality focus in others. Sets clear quality requirements. Measures key outcomes. Solicits and applies customer feedback. Improves processes, products, and services.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

Education: A master’s degree. Degree or formal training in urban and regional planning, public administration, geography, or a related field preferred.

Experience: Six (6) years of increasingly responsible experience in the planning profession preferred, with six (6) years of related management or supervisory experience required. Experience with Florida growth management laws and comprehensive planning preferred.

Certificates/Licenses/Registrations: American Institute of Certified Planners Certification preferred.

Language Skills: Reads and interprets general business and professional journals, technical procedures, or regulations. Writes reports, correspondence, and manuals. Effectively presents and responds to questions from managers and the public.

Mathematical Skills: Works with math concepts such as probability and statistical inference, and fundamentals of geometry and trigonometry. Applies concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Solves practical problems and deals with a variety of concrete variables in situations where only limited standardization exists. Interprets a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: Microsoft Office.
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PHYSICAL DEMANDS:

Physical Activities: Standing, walking, sitting, handling, keyboarding, talking, hearing, near acuity, and field of vision.

Lifting Demands: Up to 10 pounds.

Reaching Activities: Both dominant and non-dominant hand; overhead.

Environmental Conditions: Noise Intensity: 3, moderate.

OTHER REQUIREMENTS: This position requires traveling to various school sites, work locations, and/or community organizations throughout the district.

SUPERVISORY EXPECTATIONS: Manage assigned clerical staff and subordinate professional personnel in one or more sections of the department. Take responsibility for the overall direction, coordination, and evaluation of assigned teams. Carry out supervisory responsibilities in accordance with the district’s policies and applicable state and federal laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

DISTRICT EXPECTATIONS: All district employees must:

- Demonstrate regular and predictable attendance. Physical presence is a part of a reliable and predictable pattern of attendance.
- Support the district’s vision, mission, goals, and Strategic Plan.
- Engage in civility, respect, and professionalism.
- Maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

NOTE: School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, gender, religion, national origin, marital status, sexual orientation, gender preference, political beliefs, social/family background, disability or age.

The district accords preference in selection, retention, and promotion procedures to certain veterans and spouses of veterans who are Florida residents.