Title: Department Manager, Planning and Siting  
Job Code: 51379

FLSA Status: Exempt, Administrative  
Class: Managerial  
Division: Operations  
Salary Schedule: Administrative X04 plus benefits  
Bargaining Unit: 03, HASA Administrators

Board Approved Date: December 9, 2008  
Revised Date: October 15, 2013

POSITION SUMMARY: The Department Manager, Planning and Siting, will provide oversight of intergovernmental processes and siting of schools, including serve as liaison between the school board and the planning and construction departments of the local governments in Hillsborough County.

SPECIFIC DUTIES & RESPONSIBILITIES:

- Provides information to local governments regarding impact of new residential growth on local schools as required through interlocal agreements.
- Monitors and reports on planning/zoning/land use/platting hearings when appropriate and participates with developers and local governments as new residential developments are proposed for development.
- Assists in the preparation and implementation of public school policies, which become part of the Comprehensive Plans.
- Assist other members of the Operations division in the planning of new school site locations, including site issues related to construction of schools.
- Acts as liaison between the Operations Division and community groups as directed.
- 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.
- Maintains accurate records of development reviews prepared and provided to local governments.
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- Maintains the Florida Inventory of School Houses database; make changes as necessary.
- Evaluates future school sites for compliance with local, state, and federal regulations; provide the general manager with recommended actions needed to pursue sites.
- Establishes and maintains an effective and cooperative working relationship with local, state, and federal agencies. Ensures that department staff adheres to state rules, school board rules, departmental policies, and procedures.
- Informs the general manager, through proper channels, of potential problems or unusual events and respond 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 departments 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.


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


Quality Management: Fosters quality focus in others. Sets clear quality requirements. Measures key outcomes. Solicits and applies customer feedback. Improves processes, products, and services.
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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, geography, community planning, or public administration preferred.

Experience: Five (5) years of increasingly responsible experience in community planning, landscape, architecture, zoning, or public administration, with five (5) years of related management or supervisory experience required. Planning experience preferred. Eight (8) years of related experience may substituted for the master’s degree requirement.

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

Language Skills: Reads, analyzes, and interprets all kinds of documents. Responds to inquiries or complaints from employees, regulatory agencies, or community. Writes speeches and effectively presents to managers, the public, and school board.

Mathematical Skills: Calculates figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Applies concepts of basic algebra and geometry.

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.

PHYSICAL DEMANDS:

Physical Activities: Standing, walking, sitting, handling, keyboarding, talking, and hearing.

Lifting Demands: Up to 10 pounds.

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

Environmental Conditions: Noise Intensity: 1, very quiet.

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