

MASTERPLAN COORDINATOR

DEFINITION

Coordinates and supervises the activities of the Masterplanning and Demographics unit relative to the gathering and analysis of data on school utilization and operation capacities, analyzing the need for school facilities to accommodate projected enrollments, and conferring with individuals, groups, and committees in order to develop a comprehensive Facilities Master Plan.

TYPICAL DUTIES

Develops and recommends building programs and priorities, and coordinates masterplanning activities in regard to school sites, new schools and additions to existing schools, collection and interpretation of research data, alteration and improvement of existing structures, temporary classroom buildings, usage of existing facilities, and other matters related to school housing.

Consults with, advises, and provides guidance to committees in development and revision of standards for school buildings, grounds, and specialized equipment and in the consideration of exceptions to existing standards, in order to meet educational and operational needs and space requirements.

Assists in the review and analysis of functional program as reflected in architectural drawings with school administrators, educational subject-matter supervisors, and District design staff.

Evaluates special facility needs related to educational programs or unusual school problems and master site planning; recommending solutions to committees developing standards for school facilities.

Analyzes needs and priorities for alteration of building and grounds in an assigned area or program, coordinates the development of plans, and maintains control of nontechnical aspects of plan preparation.

Develops, prioritizes, and recommends the Master Plan for the District as a comprehensive plan for new and existing facilities, working with School Management Services, Planning, Assessment and Research; Student Integration; Special Education; Instructional Support; Budget Services and other departments, divisions, and branches as required.

Reviews, evaluates, and recommends proposed sites to ascertain how sites relate to and complement existing sites.

May collect student population data, conduct boundary surveys and prepare maps and charts in coordination with the Chief Boundary Coordinator.

May represent the unit and District in meetings with city, county, state and private agencies in discussions of land use, environmental impact of proposed developments on the schools, and other matters related to school facilities planning.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Masterplan Coordinator has responsibility for the analysis of projected need for school facilities and equipment and supervising the gathering and analysis of data on school utilization and operating capacities.

The Director of Masterplanning and Demographics has responsibility for the analysis, research, and review of school utilization, student demographics, and operating capacity of new and existing facilities, to develop the District's Facilities Master Plan.

The Chief Boundary Coordinator plans, directs, and supervises the activities of the Demographics and Boundary Unit, develops and presents recommendations, and represents the District to administrators and groups concerned with student demographics.

SUPERVISION

A Masterplan Coordinator receives general administrative direction from the Director of Masterplanning and Demographics and provides general supervision to lower-level professional, technical and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Characteristics of curricula and methods and techniques of instruction that affect the functional program requirements of building planning and design
- Demographics and the distribution of students throughout the District
- Research design and methodology regarding school utilization and demographics
- Geographical information systems and database modeling
- Statistical methods and analysis, and graphic presentation
- Techniques of conducting population studies and analyzing survey information
- Administrative practices and procedures within the District
- Basic District personnel rules, regulations, practices and policies

Ability to:

- Analyze and evaluate data on a wide variety of matters relating to boundary descriptions, maps, charts, graphs and statistics
- Collect, interpret and explain statistical data
- Understand architectural plans as graphic representation of function
- Communicate effectively both orally and in writing
- Manage, motivate, train, and evaluate personnel
- Make, support, and explain recommendations
- Utilize standard desktop software
- Familiarity with mapping and spatial analysis programs (GIS)

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably including courses in construction management, finance, public administration, urban planning and architecture.

Experience:

Four years of experience in planning facilities for educational, governmental, or commercial programs from an architectural, engineering, or functional standpoint, preferably with at least two years of experience in cartography, demography, urban planning, geography, basic drafting, or a related field.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTE

Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.