



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

### JOB DESCRIPTION

<b>POSITION TITLE:</b>	Coordinator, Facility Planning & Educational Programming
<b>CONTRACT YEAR:</b>	Twelve Months
<b>PAY GRADE:</b>	27
<b>BARGAINING UNIT:</b>	BTU-TSP

### PREFERRED QUALIFICATIONS

**EDUCATION:** An earned master's degree from an accredited institution in educational facilities planning, architecture, urban planning, or related fields.

**EXPERIENCE:** A ~~M~~minimum of five (5) years, within the last ten (10) years, of experience and/or training in the field related to the title of the position and in performing the essential performance responsibilities or similar responsibilities required for the position. Applicants with experience from a related field must have a minimum of six (6) years within the last ten (10) years and/or training in the field related to the title of the position and in performing the essential performance responsibilities or similar responsibilities required for the position.

OR

### MINIMUM QUALIFICATIONS

**EDUCATION:** An earned bachelor's degree from an accredited institution in educational facilities planning, architecture, urban planning, or related fields.

**EXPERIENCE:** A ~~M~~minimum of seven (7) years, within the last twelve (12) years, of experience and/or training in the field related to the title of the position and in performing the essential performance responsibilities or similar responsibilities required for the position. Applicants with experience from a related field must have a minimum of eight (8) years, within the last twelve (12) years, of experience and/or training in the field related to the title of the position and in performing the essential performance responsibilities or similar responsibilities required for the position.

**ADDITIONAL QUALIFICATIONS**

- REQUIRED:** ~~Preferred degree major in urban planning, education, educational facilities planning or related field.~~ Computer skills are as required for the position.
- PREFERRED:** Bilingual skills.
- REPORTS TO:** Director, ~~Growth Management~~ Facility Planning & Real Estate or designee
- SUPERVISES:** None
- POSITION GOAL:** Manage the development of generic and site specific educational specifications for elementary, middle, and high schools, and centers. Conduct the development and maintenance of the Five-Year Educational Plant Survey, verify and ensure compliance with all related laws, rules and policies. Ensure alignment of the adopted Five-Year District Educational Facilities Plan and the Educational Plant Survey. Actively participate in Design Review Committee meetings.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:****The Coordinator, Facility Planning & Educational Programming shall:**

1. Generate site specific educational specifications for all major capital projects.
2. Maintain and as necessary update generic educational specifications ~~as the county standards for elementary, middle, and high schools, and centers consistent with the State Requirements for Educational Facilities (SREF).~~
3. Verify furniture, fixture, and equipment requirements with ~~Furniture and Equipment Coordinator~~ applicable District departments.
4. Participate in Design Review Committee meetings to ensure compliance with the project educational ~~and technology~~ specifications.
5. Manage the needs assessment and related Florida Inventory of School Houses (FISH) databases used in the development of the annual Five-Year Educational Facilities Plan (DEFP) and the Educational Plant survey, and update the Educational Plant Survey.
6. Participate in the project scope development process and ensure coordination with the assigned project manager(s) prior to start of a project.
7. Conduct post-occupancy evaluations of new ~~and existing~~ school projects.
8. Provide space planning support for curriculum, District and school based staff.
9. Coordinate development and maintenance of the Five-Year Educational Plant Survey, and the provision of information and online recommendations into the Florida Department of Education database.
10. Ensure alignment of the annually adopted Five-Year District Educational Facilities Plan with the Educational Plant Survey.
11. Coordinate relocatable moves ~~between the area offices and~~ with requesting

- department and coordinate the impact of such moves on FISH with the District's FISH Specialist.
12. Assure compliance with State requirements to ensure that the FISH database is in alignment with the Educational Plant Survey.
  13. ~~as directed,~~ Develop and submit, as directed, spot surveys on an as-needed basis.
  14. Ensure cross-functional coordination and provision of facility information regarding but not limited to Ceapital Bbudget Department, Ggrowth Mmanagement Section, Celass Ssize Rreduction Section, Pphysical Pplant Ooperations, school boundaries Demographic & Student Assignment and outside agencies' pertinent needs, and attend meetings as needed.
  14. Assist in coordinating the development of a recommended capital projects list with Facilities, Construction Management, Physical Plant Operations, Educational Technology Services and Safety Department.
  13. Perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
  14. Participate in training programs to enhance the individual's skills and proficiency related to the job responsibilities.
  15. Review current developments, literature and technical sources of information related to job responsibilities.
  16. Ensure adherence to good safety procedures.
  17. Follow federal and state laws, as well as School Board policies.
  18. Perform other duties as assigned by the Director, Facility Planning & Real Estate-Growth Management or designee.

### **SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

### **PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

### **FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

### **EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 9/11/2001

Adopted: 10/16/2001

Board Adopted: 12/16/03

Board Approved Revision: 01/25/11

Board Adopted: 06/21/11



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

### JOB DESCRIPTION

<b>POSITION TITLE:</b>	Property Coordinator
<b>CONTRACT YEAR:</b>	Twelve Months
<b>PAY GRADE:</b>	26
<b>BARGAINING UNIT:</b>	BTU-TSP

### PREFERRED QUALIFICATIONS

**EDUCATION:** An earned master's degree from an accredited institution in real estate, urban planning, public administration or related field.

**EXPERIENCE:** A ~~M~~minimum of four (4) years, within the last eight (8) years, of experience and/or training in the field related to the title of the position and in performing the essential performance responsibilities or similar responsibilities required for the position. Applicants with experience from a related field must have a minimum of five (5) years, within the last eight (8) years, of experience and/or training in the field related to the title of the position and in performing the essential performance responsibilities or similar responsibilities required for the position.

OR

### MINIMUM QUALIFICATIONS

**EDUCATION:** An earned bachelor's degree from; an accredited institution in real estate, urban planning, public administration or related field.

**EXPERIENCE:** A ~~M~~minimum of six (6) years of, within the last eight (8) years, of experience and/or training in the field related to the title of the position and in performing the essential performance responsibilities or similar responsibilities required for the position. Applicants with experience from a related field must have a minimum of seven (7) years, within the last eight (8) years, of experience and/or training in the field related to the title of the position and in performing the essential performance responsibilities or similar responsibilities required for the position.

### ADDITIONAL QUALIFICATIONS

**REQUIRED:** Knowledge of the real estate field, including but not limited to substantial knowledge about site acquisition methods, the disposal of real property, leases, the interpretation and granting of easements, boundary surveys, blueprints, legal descriptions, environmental reports, appraisal reports and right-of way vacation requests. Advanced written and oral communication skills, the ability to develop PowerPoint presentations, and computer skills as required for the position.

~~Special qualifications — Degree majors in urban planning or related field. Bilingual skills preferred. Computer skills as required for the position.~~

**PREFERRED:** Bilingual skills

**REPORTS TO:** Director, Facility Planning & Real Estate or designee ~~Real Estate and Environmental Planning~~

**SUPERVISES:** None ~~Planning Specialist and employees as assigned~~

**POSITION GOAL:** ~~To make a significant contribution to the short/long range goals and analysis of current conditions and problems relating to site planning, assist in the acquisition of land for future schools or for the expansion of existing school facilities, ordering and processing the appraisal of real property, maintenance of the School District's real property records which include grant deeds, surveying, leasing, and easement matters appraising and provide solutions which enable every Broward County student to receive an excellent education in an adequate facility.~~

## **ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

### **The Property Coordinator shall:**

1. ~~Assist, as directed, in the Provide studies, provision of real estate data and technical information to assist in the preparation of for inclusion in the School Board of Broward County's, Florida's five-year mandated comprehensive plan and the Facilities Department's five year construction program District Educational Facilities Plan (DEFP).~~
2. ~~make recommendations for~~ Work in close liaison with the personnel in ~~Property Management and School Facilities~~ the Facility Planning & Real Estate Department and other District departments, and all School Board Departments, to identify parcels of land which meet the needs and requirements for the acquisition of future school sites and the expansion of existing school facilities.
3. Review surveys and engineering drawings for the locations and conditions involved with easement and right-of-way requests and assist in evaluating and processing such requests, and if deemed necessary, for School Board approval.
4. Maintain all School District real property records including leases, grant deeds, easements of record, covenants and restrictions, dedications of rights-of-way and tax exempt status.

5. Prepare and coordinate the provision of all documents needed for and chair the Superintendent's School Site Review Committee meetings and formal actions.
6. Assist legal counsel in the preparation of contracts, leases, deeds, mortgages, options and other legal documents required to execute plans and programs real estate matters for the District.
7. Assist, as directed, Coordinate in the monitoring and the making of revisions to all School Board real estate policies for consistency with Florida Statutes, if necessary federal laws, and the processing such revisions for School Board approval. ~~leases between individual schools and other government entities, consistent with School Board policy and State Board of Education regulations, subject to the review and approval of the School Board attorney.~~
8. Assist in the coordination, implementation, revision, and maintenance of all lease agreements between the School Board of Broward County, Florida and local governments which includes Broward County, its municipalities, and other governmental entities.
9. Assist, as directed, Make recommendations for and coordinate in the processing of Board items for School Board formal action, to declare as surplus School Board owned real property that are no longer needed for educational purposes, and in the disposal of the declared real surplus property surplus property.
10. ~~supervise obtaining local government land development regulation approvals for school renovations, additions and new construction.~~
11. Assist, as directed, in the generation and processing of Board items.
12. Assist the Director, Real Estate and Environmental Planning in all presenting presentations to the School Board of Broward County all regarding all real estate matters leases, requests for easements, land acquisitions and other legal documents and agreements which assist the schools and departments.
13. Conduct, as directed, periodic revisions to the Department's Procedural Manual; provide revised manual to the Director for review and transmit to designated staff for incorporation into the Facility Planning & Real Estate Department Procedural Manual.
14. ~~assist divisions of the school system to identify the problems confronting them and to develop collaborative, workable plans for solving them.~~
14. Participate, as directed, in inter- inter-governmental agency planning and other meetings regarding real estate matters.
15. ~~coordinate parent, student and community input into the planning process.~~
16. Perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County.
17. Participate, ~~successfully,~~ in the training programs offered to enhance increase the individual's skills and proficiency related to the assignment job responsibilities.
18. Review current developments, literature and technical sources of information related to job responsibilities.
19. Ensure adherence to good safety procedures.
20. Perform other duties as assigned by the Director, ~~Real Estate and Environmental Planning~~ Facility Planning & Real Estate or designee.
21. Follow federal and state laws, as well as School Board policies.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

As necessary, communicates with real property owners, community groups, representatives of local governments, and other District departments to report on real estate issues relevant to Broward County Public Schools.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.



## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

### JOB DESCRIPTION

<b>POSITION TITLE:</b>	Real Property Analyst
<b>CONTRACT YEAR:</b>	Twelve Months
<b>PAY GRADE:</b>	24
<b>BARGAINING UNIT:</b>	BTU-TSP

### MINIMUM QUALIFICATIONS

**EDUCATION:** An earned bachelor's degree from an accredited institution-  
in real estate, urban planning, public administration or  
related field.

**EXPERIENCE:** A ~~M~~minimum of four (4) years, within the last eight (8)  
years, of experience related to the title of the position and in  
performing the essential performance responsibilities or  
similar responsibilities required for the position. Applicants  
with experience from a related field must have a minimum  
of six (6) years, within the last eight (8) years, of experience  
and/or training in the field related to the title of the position  
and in performing the essential performance responsibilities  
or similar responsibilities required for the position.

### ADDITIONAL QUALIFICATIONS

**REQUIRED:** Knowledge of the real estate field, including but not limited  
to knowledge about site acquisition methods, the disposal of  
real property, leases, the interpretation and granting of  
easements, boundary surveys, blueprints, legal descriptions,  
environmental reports, appraisal reports, and right-of way  
vacation requests. Written and oral communication skills,  
the ability to develop PowerPoint presentations, and  
computer skills as required for the position including but not  
limited to Microsoft office suite or equivalent.

**PREFERRED:** A demonstrated and working knowledge of Geographic  
Information System (GIS) software, and bilingual skills.

~~Must understand the use and interpretation of easements,~~  
~~boundary surveys, legal descriptions, blueprints,~~



~~environmental reports, appraisal reports and Right of Way vacation requests. Requires demonstrated knowledge of industry standard computer application and statistical methods; previous experience with G.I.S., Arcview, and Powerpoint preferred. Bilingual skills preferred. Computer skills as required for the position.~~

**REPORTS TO:** Director, Facility Planning & Real Estate ~~or Department Director,~~ or designee

**SUPERVISES:** None

**POSITION GOAL:** To provide essential information and supporting documentation to the Property Facility Management, Planning and Site Acquisition Real Estate Department staff in order to make sound recommendations on the acquisition or disposition of School Board property. Also, assist in gathering and analysis of data as it relates to the acquisition of land for future schools or for the expansion of existing school facilities, the appraisal of real property and associated environmental reports, surveying, leasing, and the processing and recording of easement documents.

## ESSENTIAL PERFORMANCE RESPONSIBILITIES

### The Real Property Analyst shall:

1. ~~Assist in Organize~~ organizing and maintaining the ~~Property Management lease and deed files~~ all School District real property records including leases, grant deeds, easements of record, covenants and restrictions, dedications of rights-of-way and tax exempt status.
2. Respond, as directed, to internal and external real property inquiries in a timely manner ~~as directed~~.
3. Provide, as directed, materials for ~~d~~Department projects, meetings and presentations by researching, compiling, and analyzing data, and if necessary, generating the information in graphical format such as preparing PowerPoint presentations, miscellaneous graphs, charts, matrix, and other graphic or information as needed ~~requirements as directed~~.
4. ~~Prepare studies and reports on proposed residential developments using Arcview/G.I.S. and/or the most appropriate current software release~~ Utilize GIS to capture, maintain and update applicable School District's real property data that fall under the purview of the Facility Planning & Real Estate Department, and as directed, generate GIS maps/data.
5. Prepare documentation supporting the award of contracts and payments for real estate services rendered.
6. Prepare written requests, including supporting documentation, for real estate services (such as but not limited to appraisals, ~~building inspections~~, environmental assessments, ~~and~~ land surveys, easements etc.).
7. Review real estate appraisal reports for completeness and advise the appraiser of any deficiencies.
8. Communicate with real estate professionals and engineering consultants concerning acquisition of property.

9. ~~Conduct studies of space requirements and utilization and prepare reports~~ Assist, as directed, in the review of surveys and engineering drawings regarding easement and right-of-way requests and in the processing of such requests for School Board approval.
10. ~~Visit existing and potential School Board property to identify needs~~ Assist, as directed, in the research and review of lease agreements and related matters.
11. Research, as directed, property data and county tax records to calculate an estimated cost of acquiring private property for site expansion.
12. ~~Prepare written guidelines and checklists for accomplishing real estate tasks, such as site expansions, appraisal requests, and recording documents, in a timely and accurate manner~~
13. Process and ensure the recording of all School District's real estate documents under the purview of the Facility Planning & Real Estate Department.
14. Perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
15. Participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
16. Review current developments, literature and technical sources of information related to job responsibility.
17. Ensure adherence to good safety procedures.
18. Follow Federal and State laws, as well as School Board policies.
19. Perform other duties as assigned by the ~~department~~ Director, Facility Planning & Real Estate or designee.

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

As necessary, communicates with real property owners, community groups, representatives of local governments, and other District departments to report on real estate issues relevant to Broward County Public Schools.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 12/1/85 &

Adopted: 1/16/86

Alignment Title Change: 3/19/96; 4/7/98; 3/19/02

Board Adopted: 4/20/04\*