

School Board Agenda Item C-5
January 18, 2005

Executive Summary

Proposed New Job Description and Minimum Qualifications for
District Space Planner
Administrative, Supervisory, Professional & Technical Position for
The School Board of Broward County, Florida

Position Title: District Space Planner

Division/Department: Facilities and Construction Management/Design Services

Pay Grade: 24 (Minimum \$50,837 – Maximum \$70,809) Point Range: 795-844

Salary Schedule: BTU/TSP

Recommended Policy Status: New Job Description, new position – Final Reading

Rationale: This new job description was developed in partnership with the Director, Design Services. This additional position has been created to fill a need identified by Design Services to work throughout the District to design efficient work space of optimum function and equity which satisfies the District's overall major planning needs as well as planning small facility and ADA projects. The Superintendent has approved the addition of this position. Approval is requested to advertise for this vacant position following the first reading.

Pertinent information was gathered through review of documentation and extensive consultation with the Director, Design Services. Based on a point factor analysis, internal matrix comparison, and Compensation Committee review it was determined that the District Space Planner position should a pay grade 24.

The District Space Planner will be responsible for increasing the efficiency of workspace and job productivity throughout Broward County School District facilities, both existing and new, by applying sound principles of interior space planning and overseeing the accurate and timely preparation and implementation of associated plans and contract documents.

Cost: The financial impact is approximately \$70,420. The source of funding is the 2004-2005 Capital Budget.