

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**



**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	District Space Planner
<b>CONTRACT YEAR:</b>	Twelve Months
<b>PAY GRADE:</b>	24

**QUALIFICATIONS:**

**EDUCATION:** An earned Bachelor’s degree from an accredited institution.

**EXPERIENCE:** Minimum four (4) years experience and/or training in the field related to the title of the position.

**ADDITIONAL REQUIREMENTS:** Degree major in architectural design or interior design preferred. Prior work experience required to include medium to large institutional or commercial projects. Requires demonstrated knowledge and skill in applying architectural theory and standards to expedite completion of assignments. Requires working knowledge of current federal and state codes of jurisdiction to ensure projects are in compliance. Bilingual skills preferred. Computer skills as required for the position includes working knowledge of CAD (computer aided design) software and spreadsheet applications.

**REPORTS TO:** Director, Design Services

**SUPERVISES:** CAD Draftspersons, as required, on a project basis

**POSITION GOAL:** Increase 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.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The District Space Planner shall:**

1. supervise and participate in the preparation of computer generated floor plans, designs, specifications, contract documents, and final working drawings.
2. meet with departmental personnel to determine special, programmatic, and furniture needs.
3. review the work of private architects and engineers engaged in contractual space planning projects for The School Board of Broward County; coordinate activities to assure compliance with design standards and regulations.
4. confer with architectural and engineering personnel engaged in the preparation of plans for buildings, make recommendations and suggestions as to finish material use.
5. provide architectural, structural and mechanical layout recommendations for interior space planning on specific projects.
6. prepare standard and project specifications, analyze bids, and make recommendations for award of contracts on approved projects.
7. generate cost estimates and place purchase orders for required furniture and fixtures with approved vendors based on design specifications.
8. supervise implementation of space plans and design contract documents by coordinating with product manufacturers and vendors to ensure accurate and timely project installation.
9. keep current on applicable laws and regulatory codes relative to construction and design.
10. plan, schedule, coordinate, and review the work of assigned technical and clerical assistants in a manner conducive to full performance.
11. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County.
12. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
13. review current developments, literature and technical sources of information related to job responsibility.
14. ensure adherence to good safety procedures.
15. follow Federal and State laws, as well as School Board policies.
16. perform other duties as assigned by the Director, Design Services or designee.

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

Meets with all levels of personnel within the District, on a daily basis, to develop and revise work space plans to ensure layout meets individual work requirements within the restrictions of the allocated space. Meets with external vendors, as required, to prepare project groundwork by gathering proposals for required furniture and fixture purchases.

**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.

**Position Factors**

**1. Education Required:** Level of education which is required for the position:

- A. High School or G.E.D.
- B. A.A. in related field or specialized (advanced) vocational training.
- C. B.S. or B.A. in related field.
- D. M.S. or M.A. in related field.
- E. Doctorate in related field and/or required specialized training.

**2. Experience Required:** Related work experience needed by a person with the specified education background necessary to competently fulfill the requirements of the position.

**(Not the experience of the incumbent.)**

- A. 0 – 2 years of related Experience
- B. 3 – 4 years of related Experience
- C. 5 – 6 years of related Experience
- D. 7 – 9 years of related Experience
- E. 10 + years of related Experience

**3. Supervisory Responsibility:** Supervision in this context means number of people whom the person formally evaluates.

*\*Evaluation points x complexity factor = Total Points.*

- A. 1 – 10 number supervised.
- B. 11 – 25 number supervised.
- C. 26 – 50 number supervised.
- D. 51 – 80 number supervised.
- E. 80 + number supervised.

**4. Complexity of Essential Job Functions:** Overall analysis and complexity of essential job functions of the position.

- A. Position requires minimal analysis; tasks are simple and repetitive.
- B. Position requires some analysis, accountability, gathering of facts, and study of data.
- C. Position requires a good deal of analysis, accountability, coordination and integration of data concerning specific assigned function area.
- D. Position requires continuous in-depth analysis, primary accountability, coordination and integration of data into practical action plans and systems design.

**District Space Planner(Cont.)**

Point Range: 795 -844

Position Factors

**5. Inside/Outside Contacts:** The frequency and level of contact, both inside and outside of the district.

- A. Contacts limited to immediate co-workers and supervisors with local office.
- B. Requires frequent contact with participating district employees, school-based and district-level administrators outside agencies and community.
- C. Requires frequent contact with Associate, Assistant and Deputy Superintendents, State Department of Education, Department heads, professional support groups and community.  
Requires frequent communication with Superintendent, School Board, union representatives, media, legislative leaders, and community.

**6. Impact of Decision Making Responsibility:** The specific management, administrative, and professional responsibilities of the position.

- A. Most decisions referred to higher authority for approval. Perform only assigned duties and services.
- B. Exercises occasional independent action involving the interpretation of established practices and procedures. Decisions typically apply to a work group within a single department or function.
- C. Exercises independent action in area of specialty. Decisions typically apply to an entire department or function.
- D. Frequently exercises independent action in the implementation of major programs and objectives. Decisions may have an effect on other departments or functional areas requiring integration of efforts.  
Regularly exercises independent action. Makes decisions about major problems and policies which affect the entire district.

**7. District-wide Impact:** Service function of this position, i.e. the district-wide impact of this position on students, employees and the public. Stated differently, what is the consequence of a typical error when made by an incumbent?

- A. Limited impact even within work unit.
- B. Extensive impact within work unit and limited impact on other departments/schools.
- C. Extensive impact on individual work unit and/or schools.
- D. Extensive impact on multiple work units/schools with limited impact crossing divisional lines.
- E. Extensive impact on most all work units/schools, the public and legislative bodies.

**Position Analysis Criteria**

1. Education Required	2. Experience Required	3. Supervisory Responsibility	4. Complexity of Essential Job Functions	5. Inside/Outside Contacts	6. Impact of Decision Making Responsibility	7. District-Wide Impact
C	B	N/A	C	B	C	D