

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	BD ADMINISTRATIVE SUPERVISOR PLANNING	FLSA STATUS:	EXEMPT
PAY GRADE:	CAD 2	DUTY DAYS:	226
FUNDING SOURCE:	THIS POSITION IS BOND FUNDED.		

MINIMUM QUALIFICATIONS

A Bachelor’s degree in Urban Planning, Education, Architecture, Interior Design, Engineering, Construction Management, Public Administration, or related field from an accredited college or university is required. A Master’s degree is preferred. Five (5) years of related experience is required. Two (2) years of proven project management experience is preferred. Fluency in English and Spanish is preferred. A valid Texas driver’s license is required. Some district-wide and state travel required.

SKILL REQUIREMENTS

This position requires a thorough understanding of researching, planning, organizing, implementing, monitoring, and evaluating for a wide variety of programs, processes, and projects related to school district facilities and the implementation of long-range plans. The incumbent must understand long term planning and project management. Incumbents must have the ability to manage time and resources effectively and efficiently. This position requires creativity and adaptive thinking to meet program goals and objectives.

Incumbent should have advanced computer and research skills, including but not limited to Geographic Information Systems (GIS), Microsoft Word, Microsoft Excel, Google docs, and Google sheets. Incumbent must be skilled in data analysis, problem solving, prioritizing a wide variety of tasks, negotiation, and all other aspects of effective leadership.

This position requires exceptional written and oral communication skills in English. Excellent interpersonal and customer service skills are required

JOB PURPOSE AND RESPONSIBILITY

Working with a variety of departments, this position is responsible for directing the work of implementing the District's Long-range Plan, supporting updates to the Plan on a cyclical basis, and supporting the various planning and analysis needs of the school district (e.g. redistricting, utilization reports, space planning, etc.). Work is performed under general supervision and in accordance with established policies and procedures. The employee must be able to exercise reasonable initiative and independent judgment in achieving objectives, planning work details, and making technical decisions.

ESSENTIAL FUNCTIONS

- Assist with the duties and day-to-day operations of the Planning Department.
- Assist in the preparation of boundary and assignment recommendations for new schools and other boundary changes, as needed.
- Utilize Geographic Information Systems (GIS) to prepare maps and analyze data.
- Collect, analyze, report and maintain data related to the Annual Space Utilization Report.

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- Support the development and implementation of a cyclical Boundary and Transfer Policy Review process.
- Supervise the Senior Planner in the response to Educational Impact Statements, as requested by the City of Austin and Travis County.
- Understand and interpret the district's Educational Specifications (Ed Specs).
- Support the implementation of the district's Ed Specs.
- Assist in the collection, analysis, reporting and distribution of information related to real estate, legal and other bond program consultants.
- Perform special projects for the Director(s) of other Operations departments, as assigned.
- Create reports periodically for tracking the implementation of the bond and operational strategies of the Long-range Plan and communicate to the general public through the district's website or other methods.
- Maintain and foster effective relationships and facilitate the resolution of problems presented within and among different departments and personnel in relation to planning and alignment efforts.
- Serve as a liaison between district departments and personnel to fulfill requests for information and/or data pertaining to the strategies of the Long-range Plan.
- Participate in long-range planning efforts, including updates to the district's Long-range Plan. This may include serving as a committee project manager, a subject matter expert, gathering and analyzing qualitative and quantitative data, and conducting outreach efforts.
- Analyze reports and other documentation for propriety, timeliness, accuracy, and compliance with District, state, federal, local regulatory requirements, and policies.
- Respond in a timely and professional manner to internal and external stakeholders via phone, email, and other avenues.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including personal computer and peripherals;

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

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Environment: May work prolonged or irregular hours; frequent districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

PERSONAL WORK RELATIONSHIPS

This position reports directly to the appropriate supervisor of the department. The Administrator Supervisor has significant contact with community members serving on the LRP and other advisory committees, school campus personnel and construction management personnel. The Administrator Supervisor may also have contacts with the broader community to support efforts of individual partnering projects, communicate bond project progress, boundary process progress and other pertinent information related to facilities planning.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:

Date: