



POSITION: Real Estate and Facility Use Officer	DBM (PAY GRADE): C52
DEPARTMENT/SCHOOL: Planning and Facility Use	ADDRESS: 3999 Bridge View Dr. N. Charleston, SC 29405
REPORTS TO (TITLE): Director	ANNUAL WORKDAYS: 240 Day
POSITION CATEGORY: Non-Certified Administrator	FLSA STATUS: Exempt

POSITION SUMMARY:

Assist with the administration of the District's real estate functions and oversees the District's facility use program by coordinating property planning, acquisition, leasing, development, management, and disposition activities to support operational efficiency and long-range growth. Collaborate with district departments, school leaders, and community and municipal partners to facilitate effective land use, compliant agreements, and alignment with the District's mission and strategic priorities. Assist Planning and Operations leadership in analyzing property needs and facility utilization. Research, prepare, and provide recommendations to the Director regarding real estate transactions, agreements, and long-range facility planning to support the District's operational and community objectives.

MINIMUM REQUIRED QUALIFICATIONS:

EDUCATION: Bachelor's Degree

WORK EXPERIENCE & SKILLS:

- Bachelor's degree in Business Administration, Public Administration, Urban Planning, Education, or related field;
- Experience in real estate administration, property management, planning, or facility operations including acquisitions, sales, leases, easements, and land use transactions;
- Demonstrated ability to assist in coordinating facility use programs, scheduling, billing, and event logistics in compliance with district policies;
- Proficiency with Microsoft Office applications (Excel, Word, PowerPoint) and familiarity with databases, GIS tools, or other technical systems used for planning or facility management;
- Ability to work independently under general supervision, prioritize multiple projects, and meet established deadlines;
- Strong interpersonal and communication skills for working with district departments, school administrators, and community partners;
- Experience in monitoring or assisting with program budgets and financial reporting;
- Ability and willingness to work flexible hours, including evenings and weekends, as needed to support district events and facility operations; and
- Knowledge of and commitment to Charleston County School District's overall vision, including its three pillars: Literacy, Algebra Readiness & Achievement, and College & Career Readiness.

CERTIFICATION/ENDORSEMENT/LICENSING:

Valid South Carolina driver's license; and
Must have and maintain acceptable background information, including criminal conviction and motor vehicle records.

PRIMARY POSITION RESPONSIBILITIES: (15 MAX)

1. Work with Director to coordinate district-wide real estate transactions, including purchases, sales, leases, easements, and related agreements; assists in negotiations and manages projects from initiation through closing to ensure timely and compliant execution;
2. Oversee appraisals, due diligence activities, contracts, and legal documentation; works with attorneys, consultants, and internal departments to ensure accuracy, risk mitigation, and adherence to policy and regulatory requirements;
3. Maintain comprehensive inventory, records, and databases of district-owned and leased properties; ensure documentation is current, organized, and accessible to support planning, reporting, and decision-making;
4. Conduct site analysis, feasibility studies, and facilitate oversee appraisals, due diligence activities, contracts, and legal documentation; work with attorneys, consultants, and internal departments to ensure accuracy, risk mitigation, and adherence to policy and regulatory requirements;
5. Assist in managing District's long-term lease agreements and memorandums of use between community partners, municipalities, and other entities;
6. Collect, organize, and analyze demographic, geographic, and land use data to inform site selection, capacity planning, and facility strategy development;
7. Oversee district facility use processes for both internal and external requests; ensure scheduling, access, and utilization practices are efficient, equitable, and compliant with Board policy and departmental procedures;
8. Develop and maintain procedures, agreements, and fee structures to support responsible facility utilization and cost recovery; review and update processes based on operational needs and usage trends;

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**PRIMARY POSITION RESPONSIBILITIES (15 MAX), CONTINUED:**

9. Coordinate scheduling, compliance, and risk management for community and partner use of district spaces; collaborate with schools, security, maintenance, and custodial teams to ensure safe and successful events; and
10. Communicate with municipalities, developers, brokers, attorneys, and community stakeholders; represent the District at meetings and support collaborative partnerships that advance district initiatives.

PREFERRED QUALIFICATIONS & OTHER SKILLS:

1. Master's Degree in Business/Public Administration, Urban Planning, Architecture, Engineering, or related field;
2. Knowledge of school district or public sector facilities planning; and
3. Experience with Geographic Information Systems (GIS), zoning, and municipal planning processes.

SECONDARY POSITION RESPONSIBILITIES:

1. Maintain current knowledge of district facilities, operations, and planning initiatives;
2. Participate in professional development to remain informed on best practices in facility operations, enrollment forecasting, data systems, and event coordination;
3. Support Planning Department initiatives and special projects; and
4. Perform other duties as assigned.

SUPERVISION RESPONSIBILITY (IF APPLICABLE):

Direct Reports: 3 # of Classified Hourly 0 # of Administrators or Teachers

PHYSICAL/MENTAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will occasionally lift and/or move up to 25 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision and distance vision.

This also includes the capacity to understand, remember, and carry out job-related instructions; maintain attention and concentration sufficient to complete assigned tasks; exercise sound judgment; manage multiple priorities; and respond appropriately to changing work demands. The position requires the ability to communicate effectively, solve problems, and interact professionally with students, staff, administrators, and the public in a variety of settings, including situations that may involve time-sensitive deadlines or heightened levels of activity.

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

APPROVED BY AND REVISED DATE: Heather Studer, Director of Planning, Real Estate and Facility Use, 7/07/2026