

**SCHOOL DISTRICT OF ST. JOHNS COUNTY**  
**ASSISTANT DIRECTOR, PLANNING AND GOVERNMENT RELATIONS**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited institution preferable in Planning, Public Administration, or a combination of education, training and experience commensurate with performance responsibilities.
- (2) Desired minimum of three (3) years experience in a public agency or private sector equivalent.
- (3) Experience with research and data development. Education and experience must include spreadsheet proficiency.
- (4) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to assist in developing and implementing long-range growth and facility planning. Ability to communicate effectively, both in oral and written form. Thorough knowledge of laws, rules and standards relating to growth and capital improvements. Knowledge of and skills in spreadsheets and other computer applications, including exposure to Geographic Information Systems (GIS). Good analytical skills. Ability to organize and prioritize. Ability to research, compile and edit information.

**REPORTS TO:**

Executive Director for Planning & Government Relations

**JOB GOAL**

To assist in planning, coordinating and monitoring facilities growth management. To assist in developing and coordinating short and long-term student enrollment projections. To assist in coordinating an effective FTE and class size monitoring system in collaboration with other District departments. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \*(1) Assist in the development and implementation of the district five year building plan.
- \*(2) Assist in the coordination of the development of educational specifications
- \*(3) Assist with requests for proposals and selection of architects and engineers
- \*(4) Assist with scheduling
- \*(5) Assist with contract management
- \*(6) Assist with plan development and approvals

## EXECUTIVE DIRECTOR, PLANNING AND GOVERNMENT RELATIONS (Continued)

- \* (7) Assist in the administration of the Capital Outlay budget.
- \* (8) Review and approve the Five-Year Capital Plans for each school and monitor expenditures.
- \* (9) Assist in the selection of design and construction professionals.
- \* (10) Assist in the review of public and private Developments of Regional Impact (DRIs) and Planned Unit Developments (PUDs), including negotiating impact of DRIs.
- \* (11) Track the development progress of DRIs, PUDs, PRDs, etc.
- \* (12) Monitor Board of County Commissioners and Planning & Zoning Agency meetings for development projects and approvals.
- \* (13) Assist in the implementation of growth management legislation
- \* (14) Assist in the review of development projects for school concurrency.
- \* (15) Assist in the development of enrollment projections and FTE forecast for the district.
- \* (16) Analyze data supplied by school sites, Information Technology, Finance, and Planning Departments in order to summarize the findings, prepare and report information required for membership/FTE/school projections and provide support to principals.
- \* (17) Assist in FTE training for school-based counselors, computer operators and registrars.
- \* (18) Assist principals with projected needs and analyze information and report school growth and attendance zone needs.
- \* (19) Assist with redistricting proposals for attendance zones due to new school construction and growth management.
- \* (20) Assist with issues/activities related to attendance zoning changes; assist with the presentation of options to the Board for their consideration.
- \* (21) Assist with the monitoring of district class size requirements, including designing strategies and procedures for administration.
- \* (22) Assist with the coordination of reporting FTE and class size information to DOE for survey requirements.
- \* (23) Assist with the training for school registrars, computer operators and other appropriate District personnel in the implementation of class size including, but not limited to, timelines for registration/withdrawal of each student, FTE and room assignment.
- \* (24) Coordinate the preparation of reports relating to class size.
- \* (25) Participate in the Staffing Committee. Review school requests against enrollment, staffing formulas and class size requirements.

### **Expectations of All Employees**

- \* (26) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \* (27) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (28) Ensure adherence to good safety standards.
- \* (29) Maintain confidentiality regarding school/workplace matters.
- \* (27) Model and maintain high ethical standards.
- \* (28) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (29) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (30) Demonstrate initiative in the performance of assigned responsibilities.
- \* (31) Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

### **Inter/Intra-Agency Communication and Delivery**

- \* (32) Provide staff support and recommendations to various advisory boards and committees.

## EXECUTIVE DIRECTOR, PLANNING AND GOVERNMENT RELATIONS (Continued)

- \*(33) Consult with and provide assistance to professional personnel, contractors and property owners and the general public in the interpretation and application of the Comprehensive Plan, Land Development Code, zoning and other land development regulations and procedures.
- \*(34) Work with other City, County, State and Federal government agencies, community organizations, and the general public for the purpose of promoting coordination, interest, understanding and assistance in accomplishing the objectives, plans, programs and strategies of the Comprehensive Plan and the Land Development Code.
- \*(35) Serve as liaison between school district and other governmental agencies, including county, city and state and other boards and committees.
- \*(36) Maintain effective relations with patrons and employees and the general public.
- \*(37) Coordinate with appropriate regulatory agencies.
- \*(38) Assist with communication between maintenance and facilities functions to ensure cost efficiency.
- \*(39) Respond to inquiries and concerns in a timely manner.
- \*(40) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- \*(41) Maintain a network of peer contacts through professional organizations.
- \*(42) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.

### **Professional Growth and Improvement**

- \*(43) Keep personally abreast of new developments in facility design, operation of systems and maintenance techniques to ensure maximum efficiency of expenditures.
- \*(44) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- \*(45) Participate successfully in training programs, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

### **Systemic Functions**

- \*(46) Take action to ensure district compliance with applicable codes, rules and statutes.
- \*(47) Develop appropriate Board agenda items pertaining to areas of responsibilities.
- \*(48) Assist with the development of the district long-range capital improvement plan and funding alternatives.
- \*(49) Represent the district in a positive and professional manner.
- \*(50) Develop annual goals and objectives consistent with and in support of district goals and priorities.

### **Leadership and Strategic Orientation**

- \*(51) Provide leadership and direction for assigned areas of responsibility.
- \*(52) Assist in implementing the district's goals and strategic commitment.
- \*(53) Exercise proactive leadership in promoting the vision and mission of the district.
- \*(54) Set high standards and expectations and promote professional growth for self and others.
- \*(55) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- \*(56) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(57) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

**EXECUTIVE DIRECTOR, PLANNING AND GOVERNMENT RELATIONS (Continued)**

\*(58) Assist with the development of in-service programs in areas such as FTE, student projections and class size requirements.

Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

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

Job Description Supplement

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district' approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.  
This position may be required to work beyond a 40-hour work week on an as needed basis.  
Classification: Administrative, Managerial, and Confidential

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluations of personnel.

**POSITION CODE:**

74006

PAY GRADE:

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**FLSA:** Exempt

**BOARD APPROVED:**

March 2025

**REVISED:**