

## **FACILITIES PLANNING TECHNICIAN**

### **DEFINITION**

Under the direction of the Facilities Planning Director, is responsible for performing functions for the Facilities Planning Department.

### **ESSENTIAL DUTIES**

- collects and maintains all data regarding existing and proposed residential development
- assists with all data collection necessary for enrollment trends, projection and demographic profiles; prepares and distributes reports as needed
- monitors and updates all District street grid and map books; coordinates the distribution to all sites
- assists in the collection of District special taxes and developer fees; audits and processes all documents associated with same
- provides technical assistance and analysis for proposed boundary changes
- assists the Facilities Planner with school facility use and the duties associated with such, including the collection of facility lease fees, insurance verification, and accounting records on school facility leasing; responsible for coordination with local parks and Recreation programs
- using GIS and CADD software, provides numerous reports and diagrams to the school sites and community
- in cooperation with other departments, updates suggested walking routes and evacuation routes and procedures for all school sites
- comprehension of all District Board Policies and Administrative Regulation as they relate to the Facilities Planning Department
- drives to and from school facilities, land development areas, and other areas in order to perform job title responsibilities
- attends conferences, workshops, and various continuing education seminars as assigned
- assists with any additional projects and tasks as directed

Rialto Unified School District  
**FACILITIES PLANNING TECHNICIAN**  
Page 2