

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8300
Pay Grade: E05

FLSA: Exempt
PTS

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| GENERAL MANAGER, PLANNING |
| REPORTS TO: Director, Student Demographics, Assignment and School Capacity |
| SUPERVISES: Not Applicable |
| QUALIFICATIONS: Bachelor's degree from an accredited college or university in Education, Business, or a related field. Five (5) years of related experience. Demonstrates a broad knowledge of the district's demographic composition and a comprehensive knowledge of the district as a whole; competencies in mathematical computations, technological applications, and the duties of district Data Management Technicians. |
| PREFERRED: Demonstrated knowledge of the Student Reservation System, district curriculum programs, including ESE, ELL, alternative education, and parental choice/application programs. |
| MAJOR FUNCTION |
| The General Manager, Planning's primary role aligns to the following tasks within the department assisting in planning and developing school attendance boundaries, school capacities, parental choice/application programs, enrollment projections and trends regarding the use of facilities, and the aggregation and analysis of data related to these tasks. |
| ESSENTIAL RESPONSIBILITIES |
| <ul style="list-style-type: none">• Works with customer service representatives (CSR) in providing timely and accurate information to internal and external stakeholders• Serves as Student Assignment Office liaison to Transportation Department• Assists in the monitoring of the district's compliance with class size legislation.• Provides required information needed for making school zones and boundaries recommendations• Assists in the preparation of post desegregation and unitary status information for the School Board, courts, and media• Assists with developing and maintaining zone grid maps for the district and individual schools• Assists with the development of school program capacities• Assists in the preparation of enrollment projections• Provides statistical analyses of data relating to all components of Student Assignment• Assists with monitoring demographic trends within the district• Monitors out-of-zone exceptions, special attendance permit (SAP), and professional courtesy processes and parental choice assignments• Performs other related work as required |

GENERAL MANAGER, PLANNING

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 established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 3/82; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; REVISED: D & R ONLY 4/95 PBL; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED MF, D&R and MQ's 5/10 LMCK; BOARD APPROVED: 5/25/2010; REVISED FORMAT, TITLE, SALARY SCHEDULE, MQ, MF, ER, ADA, CH 1/12/16; BOARD APPROVED: 01/26/16

GENERAL MANAGER, PLANNING

| WORKING CONDITIONS & PHYSICAL EFFORT: | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds | X | | | | |
| 2. Lift objects weighing 21 to 50 pounds | X | | | | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | X | | | | |
| 6. Carry objects weighing 21 to 50 pounds | X | | | | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | | | | X | |
| 11. Standing for more than two hours at a time | X | | | | |
| 12. Stooping and bending | X | | | | |
| 13. Ability to reach and grasp objects | | | | X | |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | X | |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | X | | | | |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a keyboard to enter and transform words or data | | | | | X |
| 21. Using a video display terminal | | | | | X |
| 22. Working in a normal office environment with few physical discomforts | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | X | | | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X | | | | |
| 26. Operating automobile, vehicle, or van | X | | | | |
| 27. Other physical, mental or visual ability required by the job | X | | | | |

General Manager, Planning - PTS