

# Director IV – Comprehensive Planning

## Position Details

Job Code: U7103

Reference Code: A039

Division: Facilities Services Unit

Classification: Professional-Technical

Terms of Employment: [Step 45 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to develop, implement, and provide oversight of the comprehensive facilities master plan of new, replacements, major modernizations, and renovations and building additions of schools including, long-range facility condition planning and scheduling; collaboration with the Academic Unit on educational program facility needs; and developing design standards and criteria. This position is directly responsible to the Chief of Facilities, Facilities Services Unit (FSU).

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Direct and maintain the planning, development, and revisions of the Clark County School District's strategic comprehensive facilities master plan to ensure effectiveness of infrastructure and resources.
2. Develop and implement enrollment relief strategies for Capital Improvement Program needs for new school construction, building additions, and replacement schools to account for population growth.

3. Appraise enrollment and demographic trends to identify and recommend strategic facility locations for school improvement programs such as new magnet school programs and career and technical education (CTE).
  4. Monitor and evaluate applications to the State Public Charter School Authority of proposed charter schools. Assessing potential impacts to area schools' enrollments and demographic changes.
  5. Prepare and present analytical and statistical data to public agencies, governmental bodies, news media, or District personnel regarding enrollment projections, school capacity, Capital Improvement Program planning, calendar conversions, and space needs.
  6. Prepare and present population, planning, and enrollment forecasting data to Clark County School District Board of Trustees, District staff, and other local and state agencies.
  7. Review residential development plans and potential impacts to District and school populations.
  8. Represent the District in discussions and negotiations of potential future school site needs with developers and local governmental agencies.
  9. Direct, coordinate, and review Demographics, Zoning and Geographic Information Systems (GIS) and Real Property Management Departments.
  10. Perform GIS analysis, assessments, and reports.
  11. Maintain and monitor school enrollments and zone variance reports.
  12. Establish departmental procedures and guides for employee legacy planning.
  13. Develop, implement, and monitor assigned budgets.
  14. Accommodate interviews, presentations, and communications with media pertaining to student populations and school facility needs.
  15. Attend Bond Oversight Committee meetings.
  16. Represent the District at local and state population forecasting and planning workgroups.
  17. Supervise, train, and evaluate performance of assigned administrators and support professionals.
  18. Interpret District policies and procedures for community groups, school, and parents/guardians.
  19. Generate and monitor charter school-impact analysis.
  20. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of project management, planning, organizing, and coordination.
2. Knowledge of CCSD processes, procedures, and educational programs.

3. Knowledge of facility planning and educational program utilization.
  4. Knowledge of statistical projection practices and methodologies.
  5. Knowledge of Aeronautical Reconnaissance Coverage Geographic Information System (ArcGIS), Environmental Systems Research Institute (ESRI) ArcGIS, spreadsheets, and computer database applications.
  6. Knowledge of school and/or facility operations.
  7. Knowledge of CCSD Regulations 7111, 7124, 5112.
  8. Knowledge of Nevada Revised Statutes (NRS) 388.040.
  9. Knowledge of Concepts of Community planning and development.
  10. Knowledge of Principles of Economics, Sociology, Demographics.
  11. Knowledge of Strategic Forecasting and Projection methodologies.
  12. Knowledge of and ability to use advanced Microsoft Excel.
  13. Possess diplomacy, sound judgment, leadership, problem solving, and accountability.
  14. Effective communication, collaborative, and interpersonal skills.
  15. Possess a high-level of self-confidence, initiative, self-direction, and motivation.
  16. Ability to analyze complex problems and develop solutions.
  17. Ability to communicate verbally and in writing when conducting problem analysis and recommendation development.
  18. Ability to review and interpret building plans, construction documents, floor plans, and site maps.
  19. Ability to read and interpret demographic maps and geographic coded information.
  20. Ability to analyze and complete complex mathematical computations.
  21. Ability to plan and organize the work of others.
  22. Ability to concentrate on the accuracy of details.
  23. Ability to create reports, correspondence, and procedures.
  24. Ability to meet predetermined deadlines.
  25. Ability to work independently.
  26. Demonstrated ability to work effectively with District employees at all levels, peers, parents/guardians, community members, representatives of outside agencies, and other local government entities.
  27. Possess physical and mental stamina commensurate with the responsibilities of the position.
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# Position Requirements

## Education and Training

An earned bachelor's degree from an accredited college or university in business management, urban planning, public administration, or a related field or currently serving as a professional-technical employee with the Clark County School District.

## Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

## Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Ten (10) years of experience administering major programs or projects in related field (i.e. urban/ regional planning, project management, population forecasting or demographic analysis.).

## Preferred Qualifications

1. An earned master's degree from an accredited college or university in business management, urban planning, public administration or project-related discipline with fifteen (15) years of related experience.
2. Five (5) years of related experience in a K-12 educational environment.
3. Completion of advanced courses in management.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 04/12/22
- Created: 09/13/21