



# Coordinator II, Site Development Planner

## Position Details

Reference Code: A365

Division: Facilities Services Unit

Classification: Professional-Technical

Terms of Employment: Step 39 of the Unified Administrative Salary Schedule,  
12 Months

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to assist in planning activities related to the development of Clark County School District property, obtaining and monitoring use permit and zone change approvals for new construction projects, and coordinating with local jurisdictional entities to ensure projects are approved in a timely, cost-effective manner. This position is directly responsible to the Director, Real Property Management Department, Facilities Services Unit.

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## Essential Duties and Responsibilities

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

1. Coordinate activities between the District and other public entities relating to the approval process for the construction of school facilities.
2. Assist in the evaluation and selection of school sites for construction of new schools.
3. Serve as liaison between school personnel, District consultants, and public agencies.

4. Coordinate with appropriate District departments, consultants, and jurisdictional entities to ensure a timely approval process for school-related construction activities.
  5. Maintain and report the status of the approval process for each construction project.
  6. Coordinate the review and approval of easements and rights-of-way required for site development.
  7. Research and review site plans for jurisdictional ordinance regulations.
  8. Provide site-specific information to developers, property owners, interested stakeholders, or other parties regarding District regulations and procedures.
  9. Prepare a variety of written communications such as analytical reports, Clark County School District Board of Trustees items, and various correspondence items.
  10. Coordinate the preparation of graphic materials for presentations.
  11. Conduct field surveys and investigations related to school acquisition requests.
  12. Make oral and graphic presentations and prepare materials for presentation to the Board of School Trustees and other jurisdictions, town advisory boards, and community groups.
  13. Answer questions and inquiries, as well as provide information and assistance to the public in person, on the telephone, and in writing.
  14. Contribute to the efficiency and effectiveness of the District's service to its customers by offering suggestions while participating as an active member of a work team.
  15. Coordinate public input meetings and represent the District, as necessary, regarding site development activities.
  16. Assist with the development of inter-local agreements to expedite construction projects and effect cost savings to the taxpayer.
  17. Identify and recommend actions to encourage cooperative efforts between the District and other public agencies to develop school property in a timely and cost efficient manner.
  18. Develop, recommend, interpret, and evaluate policies, regulations, procedures, and standards.
  19. Conform to safety standards, as prescribed.
  20. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Demonstrated high level of self-confidence, initiative, motivation, self-direction, negotiation skills, problem-solving ability, and team building skills.

2. Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to attend meetings and inspect development sites; vision to read printed materials and a visual/video display terminal (VDT) screen.
  3. Ability to research, analyze, and summarize planning data both manually and with computer applications. Interpret maps, site and building plans and specifications, graphs, and statistical data.
  4. Ability to prepare clear, concise, and complete technical documents, reports, correspondence, and other written materials.
  5. Ability to exercise sound independent judgment within established procedural guidelines while working without close supervision in standard work situations.
  6. Ability to establish and maintain effective working relationships with those contacted in the course of the work.
  7. Contribute to the effectiveness in order to accomplish team or work unit goals, objectives, and activities.
  8. Have a clear understanding on how to apply federal, state, and local laws regulations, policies, procedures, and standards pertaining to the planning process
  9. Perform technical, detailed site analysis and related research; make persuasive presentations of ideas and recommendations while representing the District effectively in meetings with developers, contractors, representatives of business, community and professional groups, and the public.
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## **Position Expectations**

1. Ability to read and interpret construction documents and drawings.
  2. Knowledge of applicable laws, codes and regulations; trends, market analyses techniques, programs and financing mechanisms; objectives, principles, procedures, standards, practices, information sources and trends of the District; statistical analysis and mathematical concepts related to the planning/real estate process.
  3. Knowledge and understanding of the terminology, symbols, methods, techniques, and instruments used in planning graphics and map drafting; computer applications related to the work; business letter writing and the standard format for typed materials; record keeping principles and practices; correct business English, including spelling, grammar and punctuation; techniques for dealing with the public, in person and over the telephone.
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# Position Requirements

## Education and Training

An earned bachelor's degree from an accredited college or university 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 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. Supervisory experience in project management and/or real estate acquisition, or related fields.

## Preferred Qualifications

4. Bachelor's degree in a related field, i.e., urban or regional planning, real estate, public administration.
5. Knowledge of and experience with public agencies and inter-local coordination.
6. Experience representing land use and construction projects before a public body.
7. Knowledge of and experience with local and state laws and ordinances relating to zoning and land use.
8. Knowledge and experience with land use, physical design, economic, environmental, and/or social concepts to the planning and land acquisition process.

**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: 03/14/22
- Created: 11/06/08