

Facilities Planning Analyst

Purpose Statement

The job of Facilities Planning Analyst is done for the purpose of performing highly complex administrative, technical, and analytical duties related to District facilities planning, community use, and operations. Responsibilities include managing data systems and reports, maintaining project documentation, supporting communication between departments and external agencies, and providing analytical and administrative support to department leadership to ensure efficient operations and compliance with district policies and applicable regulations.

This job reports to Assigned Supervisor.

Essential Functions

- Analyzes information and data regarding needs, enrollment trends, and District facilities for the purpose of supporting facilities planning decisions, making recommendations, and ensuring accurate and reliable reporting.
- Communicates with administrative staff, municipalities, local governments, and community organizations for the purpose of coordinating activities, resolving issues and conflicts, and ensuring timely exchange of information.
- Coordinates with vendor/subcontractor and/or project managers for the purpose of ensuring notifications are sent and/or needed signage is installed.
- Forecasts facility information and demographic data for the purpose of supporting strategic planning and resource allocation.
- Participates in meetings for the purpose of conveying and gathering information required to perform functions.
- Performs advanced data collection, tabulation, and analysis for the purpose of assisting in the operation of facilities management services and supporting the district's demographic and long-range planning functions.
- Prepares, maintains, and organizes correspondence, reports, and a variety of documents, files, and communication materials (e.g., project data, calendars, vendor information, facility usage records) for the purpose of documenting departmental activities and providing accurate, accessible, and up-to-date information related to facilities projects and events.
- Plans and coordinates meetings, trainings, and projects for the purpose of supporting the efficient operation of the Facilities Department and ensuring timely completion of objectives.
- Processes contracts, purchase orders, and requisitions related to facilities projects for the purpose of ensuring compliance with accounting practices and budget control procedures.
- Provides administrative coordination and office support to department leadership including scheduling, record maintenance, and handling of confidential information, for the purpose of ensuring smooth and efficient operations.

- Researches and compiles information from multiple sources (e.g., reports, databases, public postings) for the purpose of supporting planning decisions, compliance reporting, and communication with internal and external stakeholders.
- Supports in the planning and organization of District programs for students, teachers and administrators for the purpose of documenting activities and providing up-to-date information in accordance with established administrative guidelines and legal requirements.
- Responds to inquiries and provides information for the purpose of addressing concerns, resolving issues, and making recommendations with staff, vendors, and the public.
- Verifies contractor's Certificate of Liability, bonds, and Department of Industrial Relations Project registration for the purpose of creating requisitions/purchase orders.
- Perform other duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; communicating with diverse groups; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; local government administration and budgeting; geographic Information; systems applications; and pertinent computer software applications.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize jobrelated equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; adhering to safety practices; being attentive to details; meeting deadlines and schedules; working with frequent interruptions; and working under time constraints.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; coordinating multiple projects; and monitoring budget and resource use. Utilization of resources from other departments is often required. There is continual opportunity to impact the efficiency and effectiveness of district operations.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a clean and healthy environment.

Experience: Three years of progressively responsible experience in facilities planning, data analysis, or administrative support involving complex project coordination. Experience in a school district or public agency preferred.

Education (Minimum): High school diploma or equivalent. College-level coursework in business administration, planning, public administration, or a related field preferred.

Required Testing

None Required

Credential and Licenses

Valid California Driver's License

Continuing Education / Training

District Mandated Training

Clearances

Criminal Background Clearance

Tuberculosis Clearance

FLSA Status

Non-Exempt

Approval Date

April 21, 2026

Salary

Range 28