



Planning and Zoning Specialist

Job Overview

Performs administrative and technical duties in support of the Planning & Zoning Department's school zoning, bus routing and enrollment projections. Performs related duties as required.

This job reports to the Planning and Zoning Supervisor.

Job Functions

- Performs various administrative and technical duties involved in coordinating and processing out-of-zone requests for exceptions to school zoning policies.
 - Ensures compliance with district school zoning policy.
 - Compiles yearly report and various statistical data regarding out of zone students for the School Board.
 - Calculates, maintains, collects, and refunds out-of-county tuition for families who are moving into the zone and full-time employees residing outside of Williamson County whose children attend the school district.
 - Responds to inquiries from internal and external sources including parents, staff, and other interested parties.
 - Coordinates and acts as liaison between parents and schools regarding documentation required for enrollment in the district.

- Performs various daily administrative and technical duties involved in developing and maintaining general and special education school bus routes.
 - Creates, moves, deletes, or otherwise modifies bus stops and routes to ensure efficient routing.
 - Communicates with families to resolve bus stop placement and routing concerns.
 - Monitors the district's GPS software to ensure bus route compliance and efficiency, making adjustments as necessary.
 - Transfers geographical data from county assessor's database to bus routing/school zoning software, including newly built subdivision streets and parcel information.
 - Updates maps, charts, graphs, surveys, or other materials to maintain accuracy of bus routing/school zoning software.
 - Confers with supervisor as needed on the more complex routing needs.

- Collaborates with internal and external parties including parents, staff and other interested parties for the purpose of implementing and maintaining services and/or programs.

- Assists supervisor with student enrollment projections and school rezoning projects.

- Keeps abreast of trends and developments in the planning and zoning industry.
 - Researches a variety of topics including laws, regulations, custody agreements, property ownership, addresses, and more for the purpose of ensuring compliance with district policy.
 - Obtains general information for planning, taking action and/or responding to requests.

- Attends and participates in meetings, workshops, and/or seminars.

- Refers complex or unusual problems to appropriate area or professional staff member.

Working Environment

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



Qualifications



Minimum experience: Job related experience with increasing levels of responsibility.

Minimum education: High School Diploma or equivalent.

Qualitative and technical experience preferred; high degree of numeracy (computation, estimation, interpretation).

The ideal candidate will have the following education, experience, skills, knowledge, abilities, and/or competencies:

- Working knowledge of data modeling.
- Working knowledge of the principles, practices, and trends in community planning and zoning.
- Knowledge of Excel and/or similar computing programs including ability to apply formulas, perform data visualization, formatting, navigation, filtering plus pivot tables, conditional formatting, v-lookups, nested conditional formulas.
- Skill in collecting and/or analyzing data.
- Skill in working with the public.
- Skill in problem solving.
- Ability to work independently and in teams.
- Ability to read and interpret complex materials.
- Ability to extract, transform, and integrate data from multiple sources.
- Ability to audit and manipulate data to generate accurate reports.
- Ability to prepare and maintain accurate records.
- Ability to explain complex regulations and procedures.
- Ability to establish and maintain effective working relationships.

Required Testing: None Specified

Continuing Education/Training: None Specified

Required Certificates and/or Licenses: None Specified

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Non-Exempt

Employee Type: Classified

Pursuant to the Williamson County Board of Education's policy of non-discrimination, Williamson County Schools does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.