



## Planning and Zoning Supervisor

### Job Overview

Performs supervisory, professional, and technical duties involved in overseeing operations of the Planning and Zoning Department. Performs related duties as required.

This job reports to the Assistant Superintendent for Operations.

---

### Job Functions

- Oversees and performs various administrative and technical duties involved in overseeing operations for the Planning and Zoning Department.
  - Prepares a variety of reports and presentations to the School Board, Zoning Appeals Committee, and at public meetings to share and receive input regarding overall goals and objectives and share and receive information.
  - Prepares reports and data for the budget.
  - Prepares annual district-wide enrollment projections within proposed and current school zones.
  - Collaborates with all municipal government planning departments on housing data within Williamson County.
- Oversees school zoning policy compliance.
  - Reviews requests for exceptions to ensure compliance with district policy.
  - Presents out-of-zone appeals to the Zoning Appeals Committee and communicates results.
  - Receives, investigates, and resolves reports of possible fraudulent enrollment of out-of-county students and coordinates review with school personnel and others including other counties to review and verify proof of residency as needed.
  - Presents annual report of out-of-zone students to the School Board.
- Oversees out-of-county tuition collection and refunds program.
  - Notifies families of student delinquent account status and communicates with them to answer questions and resolve problems.
  - Communicates with Williamson County Schools agencies, including the Finance Department to ensure proper management of the program.
- Oversees and assists in the development and monitoring of general and special education school bus routes.
  - Utilizes bus routing software to ensure optimal school bus routes daily and to assist the department in resolving the more complex routing issues.
  - Reviews bus stop additions and routes with GPS data throughout the regular school year.
  - Communicates with families to resolve bus stop placement and routing concerns and needs.
  - Creates, moves, deletes, or otherwise modifies bus stops and routes to ensure efficient routing while meeting the needs of students and parents.
  - Assists administrators in analyzing various bus routing solutions and alternatives.
- Collaborates with internal and external personnel (e.g., other administrators, auditors, public agencies, community members and civic leaders, etc.) to implement and/or maintain services and programs.
- 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.
- Communicates about school zoning, bus routes, and related policies and procedures to the School Board, parents, and the public as needed.
- Supervises activities of planning technical and/or clerical staff.
  - Assigns and reviews work.
  - Evaluates and reviews employee performance.
  - Interprets rules, policies, and procedures for staff members.
  - Counsels with and corrects employees as needed.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



## **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:** Bachelor's Degree from an accredited college or university.

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:

- Knowledge of the principles, practices, and trends in community planning and zoning.
- Knowledge of federal, state, and local regulations pertaining to community planning and zoning.
- Knowledge of supervisory principles and practices.
- Knowledge of Excel including ability to apply formulas, perform data visualization, formatting, navigation, filtering plus pivot tables, conditional formatting, v-lookups, nested conditional formulas.
- Knowledge of budgeting.
- Skill in collecting and/or analyzing data.
- Skill in working with and/or presenting information to the public.
- Skill in problem solving.
- Ability to prepare and maintain accurate records and compose a variety of documents.
- Ability to assign and review the work of others.
- Ability to read and interpret complex materials.
- Ability to extract, transform, and integrate data from multiple sources.
- Ability to conduct studies, analyze findings, and determine trends and/or make recommendations.
- Ability to present technical and statistical data.
- Ability to communicate effectively, both orally and in writing.
- Ability to examine and modify the flow of work to increase productivity.
- Ability to supervise the work of others.
- 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:** Exempt

**Employee Type:** Classified

*Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*