

# Leon County Public Schools Classification Specification

Salary Grade 26

## Summary Information:

**Classification Title:** Capital Outlay Program Specialist

**Date Prepared:** 04/2003

**FLSA Status:** Exempt

## Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

## Activity Identification

### Activity Name

002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
047	Professional Meetings	Attend professional association meetings <u>as required</u> .
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
083	Legislative Functions	Work directly with Department of Education staff, legislative aides and various legislators on issues effecting legislation, and the language of legislation.
320	Budget Preparation	Conduct all tasks related to the preparation of the annual operating or capital budget for schools, departments, or the district. May include meeting with the Finance Committee, Superintendent, or School Board.

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### Activity Name (cont.)

321	Analysis of Budget Requests	Review and analyze budget requests from schools and support departments. Make recommendations on funding and staffing levels. Prepare analytical reports on budget requests.
322	Budget Monitoring	Monitor expenditure and revenue patterns and adjust the budget, as needed.
380	Facilities Planning	Plan new school facilities and renovations to existing facilities, including defining space needs and conducting public hearings.
381	Facilities Design	Design new facilities and renovations. Work with architects and users on design issues.
385	Facilities Utilization Analysis	Conduct facilities inventory and maintain records for facilities utilization analysis. Analyze utilization records. Identify new or unused space available for classroom assignments.
388	Facilities Assistance	Work with local schools and facilities to solve maintenance, access, traffic, and other facilities-related problems.
476	Acquisition Analysis – Land and Facilities	Issue and evaluate bids for acquisition and/or renovation of property and facilities.
558	Advisory Group	Provide for the active functioning of an advisory group. Includes coordinating efforts in order to execute successful meetings and maintenance of an advisory group.
999	Assigned Duties	Perform other duties as assigned.

### General Classification Specification Factors:

**Education/Experience:** B.A. Degree or B.S. Degree with six years related experience; or A.A. Degree with eight years related experience; or High School diploma or equivalent with ten years related experience

**Supervisory Responsibility:** None

**Type of Supervision:** N/A

**Effective Date:** 07/01/2003