

DEPARTMENT OF EDUCATION
STATE OF HAWAII
CIVIL SERVICE

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Specifications for the:

SCHOOL LAND & FACILITIES SPECIALIST
(SCHOOL LANDS & FACS SPCLT)

Duties Summary:

Coordinates, administers and manages programs involving public school lands and facilities; assists in the development and administration of data, the evaluation of planning documents, research, and other planning activities; provides technical assistance, coordination and support services; maintains files, documents and records of all public school lands and facilities; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by the responsibility for providing staff assistance in the planning, development, coordination and administration of the Department of Education's public school lands and facilities. The work involves the evaluation of requests and applications, preparing responses and requests for information, fee collection, fiscal recordkeeping and financial reporting of programs. The work also involves providing assistance and support in the review and analysis of planning issues and studies including site evaluations, data analysis, facility requirements, development schemes, and land disputes and appraisals; providing recommendations on alternatives for action; gathering, compiling and providing information relating to active and future residential developments, future school sites, and existing school properties; prepares correspondences, reports and testimony on matters related to land use and management; providing technical assistance and serving as a resource to schools, agencies, organizations, or individuals; and collecting, maintaining and preserving the school lands and facilities files and other related documents and records.

Examples of Duties: *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Coordinates, administers and manages all aspects of the school impact fee program including application evaluation, processing, check deposits, and financial reporting.
2. Prepares letters/correspondence to request for payment and responses for additional information.
3. Posts entries, balances, and reconciles fee collections and accounts.

4. Assists in the research of planning issues and studies.
5. Participates in wide-ranging discussions on school sites and planning for future schools and offers recommendations on alternatives for action.
6. Assists in resolving current school land issues such as boundary disputes and easements by gathering and distributing information.
7. Collects and maintains databases, prepares charts and tables, and gathers information from various resources.
8. Drafts responses to requests for comments on development proposals for a wide variety of projects across the state.
9. Tracks legislation and assists in the preparation of testimony and other presentations.
10. Maintains and preserves all school lands and facilities files, including legal documents, maps, photos, and other related land documents.

Knowledge and Abilities Required:

Knowledge of: Data collection, analysis and evaluation techniques for various development plans such as construction, modification, and demolition of school facilities; research and evaluation methods and techniques; program goals and objectives, issues and concerns, policies and procedures, rules and regulations; State and federal laws, rules and regulations pertinent to the program; fiscal management and recordkeeping; and report writing.

Ability to: Plan, organize, coordinate, administer, and evaluate programs involving public school lands and facilities; research, analyze and evaluate facts and draw sound conclusions; review planning documents and provide recommendations; learn, interpret and apply educational specifications relating to school lands and facilities; keep accurate fiscal records and prepare financial reports; establish and maintain effective and cooperative working relationships with others; prepare correspondence and reports; and communicate effectively, both orally and in writing.

Minimum Qualification Requirements:

Basic Education Requirements:

Graduation from an accredited four (4)-year college or university with a Bachelor's degree.

Excess work experience as described below in the experience section or any other progressively responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while fulfilling a prescribed college curriculum leading to a baccalaureate degree may be substituted for the required education on a year-for-year basis.

The education or experience background must have demonstrated the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; perform research; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for below, applicants must have had progressively responsible experience of the kind and quality described and in the amounts as indicated below.

General Experience: One and one-half (1 ½) years of progressively responsible professional work experience which demonstrated a high degree of analytical skill involving the ability to collect, analyze, and evaluate facts; identify problems and alternative solutions and their advantages and disadvantages and develop logical recommendations for a course of action; and the ability to read, comprehend and interpret complex material such as statutes, regulations, specifications and procedures; elicit information orally and in writing; and draft comprehensive reports of findings and conclusions. The experience must also have involved narrative report writing and demonstrated the ability to deal effectively with others.

In addition, applicants must demonstrate the ability to read and understand maps and use geographic information systems.

Specialized Experience: One (1) year of professional work experience which demonstrated the ability to plan, coordinate, administer, and evaluate programs involving the acquisition, development and management of land and/or facilities.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate the ability to perform the duties of the position.

Substitutions Allowed:

Substitution of Education for Experience:

Possession of a Master's degree or successful completion of thirty (30) graduate semester credit hours from an accredited college or university may be substituted for one (1) year of General Experience.

License Required:

Applicants must possess a valid State of Hawaii driver's license, Class 3.

