

# Market Range Detail - Facilities Planner

## Effective Date

April 2, 2012

## Market Range Title Description

Positions in this market range title are responsible for providing facility planning studies, master plans, and space plans for County departments. Incumbents provide professional planning services and effective planning practices to ensure that project plans are in conformance to department goals and in compliance with local, state and federal codes and regulations. Work is performed under the direction of a Facilities Planning Division Manager or Facilities Capital Project Division Manager.

Typical job duties include: performing facilities needs evaluations; coordinating master and space planning activities; reviewing and evaluating designs, plans, technical documents and special use permits for compliance with County standards and regulatory requirements; assisting client agencies in space planning; preparing space plans, master plans and facility planning studies; conducting building condition assessments; assisting in the completion of planning projects including assisting in the preparation of scope of work and coordinating preliminary project budgets; preparing project documents including assisting in the development of project agreements and monitoring work and reporting project status; coordinating pre-planning of County projects with appropriate user agencies; developing and presenting professional quality staff reports on project plans and developing presentations to illustrate planning concepts and issues; presenting project issues at public meetings; representing the County at agency meetings and state and regional advisory and planning groups; assisting in the prioritization and budgeting of capital and major maintenance projects; assisting client agencies in the development of strategic and master plans, program needs and scope of work descriptions; translating building condition assessment information into the County's capital improvement plan or major maintenance plan; conducting research, compiling data and generating reports on a variety of issues related to facilities, asset management or economic studies.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$23.00	\$30.02	\$37.03

## Likely Minimum Qualifications

- Bachelor's degree in architecture, interior design, planning or related degree.
- Two years of experience in researching and preparing facility planning studies, master plans, space plans, capital improvement programs and major maintenance plans.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

## Working Titles

- Planner
- Planner - Senior

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.