



Seattle Public Schools

Capital Planning Analyst K-12 Planning

SALARY	\$92,435.20 - \$118,684.80 Annually	LOCATION	John Stanford Center for Educational Excellence, WA
JOB TYPE	Full-Time	JOB NUMBER	26031
DEPARTMENT	Capital Planning	OPENING DATE	06/18/2025
CLOSING DATE	7/1/2025 5:00 PM Pacific	SUBJECT AREA	N/A - THIS IS NOT A TEACHING POSITION
FTE	1.0		

Overview of Position

Provides insight into capacity issues in the District. Prioritizes capital levy projects to ensure successful levy passages. Protects District's legal control over its real estate properties during City of Seattle landmarks process. Provides analytical information to help senior leadership implement strategic plans and initiatives.

Essential Functions

25%

Capacity Management –

- Manages District-wide capacity analysis projects.
- Conducts annual capacity analysis of all schools in the District to ensure that the buildings are being utilized most effectively and efficiently and to enable the District to plan ahead.
- Develops methodology for capacity analysis.
- Collaborates with Teaching and Learning Department to set standards for space requirements of various academic programs.
- Evaluates space utilization of each school based on academic program needs.
- Makes recommendations for future building utilization.
- Provides school capacity data reports to District's senior leadership.

15%

Capital Levy Planning –

- Participates in BEX and BTA) capital levy planning.
- Conducts surveys of the schools and the community.
- Prioritizes levy projects based on building conditions, educational adequacy, technology needs, and enrollment projections.
- Collaborates with colleagues in various departments in the District to ensure successful levy passages.

- Attends community meetings, presents information, and facilitate group discussions.

25%

Landmarks –

- Manages complex landmarks process and school projects effectively to ensure that the District's legal control over its real estate properties are protected and design process of major capital projects starts without delay.
- Reviews Request for Proposal (RFP) and manages contracts including development of budgets and monitoring of expenditures.
- Supervises architecture and history consultants and monitors project progress to ensure that all deliverables meet District's requirements.
- Negotiates Controls and Incentives Agreement with the City of Seattle Department of Neighborhood Landmarks Preservation Board.
- Collaborates with land use legal counsel, senior capital project managers, construction project managers, and architects to obtain Certificate of Approval from Landmarks Preservation Board for major capital construction projects.

5%

Facilities Master Plan and Educational Specifications –

- Participates in creation and updates of the District's 10-year Facilities Master Plan and Elementary, Middle, and High School Educational Specifications.
- Provides senior capital project managers and capital project managers with facilities and program information accurately and timely.

5%

Study and Survey/Facilities Condition Assessment –

- Participates in updating the Washington State OSPI Study and Survey, the Facilities Condition Assessment, Educational Adequacy Assessment, and Seismic Assessment.
- Reviews RFP and draft reports.
- Provides building condition assessment consultants with critical facility and program information accurately and timely to produce assessment reports.

10%

Data Report and Database –

- Provides data reports and analysis to:
 - Washington State Office of Superintendent of Public Instruction
 - Council of the Great City Schools
 - City of Seattle
 - SPS Board
 - Superintendent
 - Assistant Superintendents
 - General Counsel
 - SPS Land Use Counsel
 - Capital Project and Planning Director and Managers
 - Enrollment and Planning Department
 - Facilities and Logistics Department
 - Teaching and Learning Department
 - Business and Operation Departments within SPS
 - SPS consultants
 - SPS parents
 - Community members

- Develops and maintains District's capacity database and facilities database.

10%

Research and Analysis –

- Performs extensive research, analyses, and planning activities related to capital/facilities/academic programs, information systems and processes, services and support operations, organizational transformation, and District initiatives.

5%

Capital Projects and Planning Website –

- Develops and maintains Capital Projects and Planning Department website.
- Updates contents of the website periodically including levy projects, SEPA/EIS, BEX, Oversight Committee, capacity planning and management, design standards, facilities and seismic conditions, and facilities master plan etc.
- Coordinates activities with District's contractors to ensure that information on the websites is complete and published accurately and timely.
- Interfaces for performance issues.
- Maintains responsive web design.
- Plans for future changes to the website.

OTHER FUNCTIONS:

- Provides information to the public related to Capital, District facilities, and programs.
- Supports Facilities Operation Department in risk management and insurance, property management, and resource conservation.
- Supports Enrollment Planning Office in student assignment management and boundary changes by providing capacity data.
- Supports District's academic program placement.

RELEVANT COMPETENCIES:

Intellectual Acumen

Is intelligent and capable; deals with concepts and complexity comfortably; is good at learning and deciphering new knowledge; able to assimilate new skills independently.

- Demonstrates and is described as someone who is intellectually sharp, agile and capable.
- Handles concepts and complexity comfortably.
- Demonstrates the ability to comfortably shift thinking on a dime.

Priority Setting

Spends his or her time and the time of others on what's important; focuses on the critical few, and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal

- Spends own and other's time on what's most important.
- Focuses on the critical few, and puts the trivial many aside.
- Ensures that each individuals and the department develop goals and a plan that fulfills the organization's mission.

Functional / Technical Skills

Possesses required functional and technical knowledge and skills to do his or her job at a high level of accomplishment; demonstrates active interest and ability to enhance and apply new functional skills.

- Understands the technical aspects of the job and keeps up-to-date on key technical or functional aspects of the job.
- Applies appropriate technical/functional knowledge to address situations in a timely manner.
- Thinks of ways to apply new developments to improve organizational performance.

- Shares expertise and skills with others when appropriate.

Creativity

Generates many new and unique ideas; makes connections among previously unrelated notions; is unafraid to use unorthodox methods; is seen as original and value-added in brainstorming settings.

- Generates a lot of new and unique ideas.
- Brainstorms multiple and value-added solutions to problems.
- Draws from multiple resources and perspectives to come up with new ideas and approaches.
- Creates new and effective processes and systems.

Dealing with Ambiguity

Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; can comfortably handle risk and uncertainty

- Responds quickly to change and comfortably considers new approaches.
- Operates well in situations when consequences of actions and decisions are unclear.
- Switches strategies or approaches if current ones are not working.

DISTRICT-WIDE CORE COMPETENCIES:**Collaboration**

Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all involved parties.

- Is seen as a team player who encourages efficient and effective collaborations.
- Works skillfully in difficult situations with both internal and external groups.
- Represents his/her own interests while being open-minded to other groups.
- Builds respectful and productive relationships internally and externally.

Getting Results (Action Oriented)

Performs work with energy and drive; values planning, but will take quick, decisive action when an opportunity presents itself.

- Demonstrates a strong sense of urgency about solving problems and getting work done.
- Focuses on achieving the goal even in the face of obstacles.
- Assumes responsibility for starting and finishing work with minimal supervision.
- Strives for new levels of performance.

Decision Quality & Problem Solving

Uses analysis, wisdom, experience and logical methods to make good decisions and solve difficult problems with effective solutions; appropriately incorporates multiple inputs to establish shared ownership and effective action.

- Weighs the consequences of options before making a decision.
- Applies appropriate criteria to situations for the purpose of making decisions.
- Displays self-confidence in own judgment.
- Focuses in the facts and solutions instead of opinions and problems.

Integrity

Is widely trusted; is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

- Deals with people and situations in an honest and forthright manner.
- Represents information and data accurately and completely.
- Represents the confidentiality of information and concerns shared by others.
- Takes ownership if a mistake is their own and does not blame others.

Accountability

Holds self and others accountable for measurable high-quality, timely and cost-effective results; determines objectives, sets priorities and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.

- Takes responsibility and action as if the risks (financial or otherwise) are his or her own.
- Holds individuals and team accountable for their actions and results.
- Initiates action even if outcome is uncertain and is willing to accept the consequences of failure.
- Aligns own activities and priorities to meet broader organizational needs.
- Demonstrates courage and confidence in his or her own ability.

KNOWLEDGE, SKILLS AND ABILITIES:

- Quantitative and qualitative research methodology.
- Statistical analysis and datamining.
- SQL programming language for RDBMS.
- Facilities planning and evaluation.
- Web design.
- Negotiation skills.
- Advanced skills in IBM SPSS Statistics, Microsoft Access and Excel.
- Proficient with Microsoft PowerPoint, Publisher, SharePoint, Word, Project, Visio, and Acrobat.
- Proficient with Web design tools.
- Experience with GIS or CAD.
- Manage multiple projects simultaneously.
- Design and implement systems necessary to collect, maintain, and analyze data.
- Apply research methodology and conduct statistical analysis.
- Assess facilities and program needs.
- Produce reports to provide information for management decision making at various levels.

Typical Qualifications**EXPERIENCE/EDUCATION:**

A typical way to obtain the knowledge and abilities would be:

Five (5) years' experience; fifteen (15) preferred; Bachelor's degree in research, statistics or related degree with an emphasis on research, and data analysis; Master's degree preferred; or an equivalent of education and experience.

Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities to perform the work will be considered.

CLEARANCES:

Criminal Justice fingerprinting and background check.

Employer

Seattle Public Schools

Address

2445 3rd Ave South

Seattle, Washington, 98124-1165

Phone

206-252-0215

Website

<http://www.seattleschools.org/careers>

Capital Planning Analyst K-12 Planning Supplemental Questionnaire

***QUESTION 1**

Do you have a bachelor's degree in research, statistics or related degree with an emphasis on research, and data analysis?

- ☐ Yes
- ☐ No

* Required Question