



**MILWAUKEE
PUBLIC SCHOOLS**

JOB ANNOUNCEMENT

PROFESSIONAL OPPORTUNITY

OFFICE OF HUMAN RESOURCES

5225 W. VLIET ST.

P.O. BOX 2181

MILWAUKEE, WI 53201-2181

Administrative applications for the following position are being accepted by the Office of Human Resources by **11:59 PM** CST on January 16, 2019. A current resume and three (3) signed letters of recommendation less than one (1) year old must be attached to the completed application (**if you are unable to electronically attach these documents, you must notify human resources that you are sending hard copies which must be received on or before the deadline date listed above**). No applications will be accepted after the deadline date and time. **APPLY ONLINE FOR JOB OPENING #1011660 on www.milwaukee.k12.wi.us → Employment → Job Openings → Administrator/Supervisor positions and follow the link.**

FACILITIES PLANNING ANALYST II

The Facility Planning Analyst II performs activities involving space/building analysis based on program needs, develops conceptual planning documents, conceptual cost estimates and coordinates activities. Monitor inventory of furniture, fixtures, and equipment (FF&E) for the District.

MAJOR DUTIES AND RESPONSIBILITIES:

- Provides technical assistance to schools, service delivery areas, and Central Office staff regarding facilities needs and planning.
- Investigates and makes recommendations relative to immediate facility concerns or problems. Work directly with school Principals and/or designated staff to develop project scope, prepare ballpark estimate, and complete planning activities associated with school initiated projects.
- Assists in developing long term facility planning initiatives and their implementation including building capacity analysis, program placement, identify building modifications necessary to support programming, develop cost estimates.
- Monitors inventory of district furniture, fixtures and equipment (FF&E) including review of scrap request, coordinate the re-distribution of FF&E as needed, prepare and maintain specifications and standards for all district FF&E.
- Prepares list of FF&E associated with new construction or major remodeling projects.
- Responsible for preparing bid documents, receipt of and distribution of new FF&E.
- Responsible for creating the educational specifications for all major additions, major renovations and new construction projects.
- Provides design work for small remodeling projects.
- Works closely with district staff to identify building needs to support educational programming.
- Reviews plans and specifications prepared by internal and external architects to ensure that they reflect the project scope and are consistent with planning discussions, conceptual drawings and district standards.
- Plans and coordinates occupancy activities related to program expansions, relocations and construction projects.
- Other duties as assigned.

QUALIFICATIONS:

- Associate's or Bachelor degree in Architecture/Interior design/Interior Architecture or equivalent experience.
- Registration as a professional architect or interior designer in the State of Wisconsin is desirable.
- Must possess a valid State of Wisconsin driver's license and provide a properly insured automobile for use on the job.
- Experience working in a multi-campus environment.
- Demonstrated success working independently and handling multiple projects in various stages of completion.
- Ability to read blueprints and perform hand drafting & sketches.
- Demonstrated ability to research technical information.
- Minimum of five (5) years of experience in school and/or facility planning/programming, design and cost estimating.
- Minimum three (3) years of experience in the operation of an AutoCAD work station and Microsoft Office Software programs and spreadsheets.

The salary range is \$58,310-\$84,523 (12 months)

APPLY ONLINE FOR JOB OPENING #1011660. For further information call Pepper LaMothe, Human Resources – Talent Management at (414) 475-6224 or email at lamothe@milwaukee.k12.wi.us

QUALITY EDUCATION BEGINS WITH QUALITY PERSONNEL

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released, must submit a written statement to that effect to the Office of Human Capital Services. The identities of all "final candidates" may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates.