

# Planning Analyst

## Job Purpose

The Planning Analyst role consists of helping the organization to gather, analyze and organize information. Conducts research and prepares informational reports for both internal use and external presentations to varied audiences. Work includes planning and policy analysis, collection and analysis of financial, educational, and economic data, examination and review of expenditures related to performance of public school facilities, and conducts policy analyses of related legislation as assigned. As a member of the Planning & Design Team, Planning Analyst assists the team on a range of tasks related to architecture, planning/design, and construction standards; review and approval of public school facility master plans and educational specifications; and facilities database analysis.

## Duties and Responsibilities:

- Coordinates and leads research and analysis of topics related to school planning, design, and facility information, per requests from managers, PSCOC members, and other stakeholders
- Assists the planning and design manager in administration of the charter school lease assistance program
- Collaborates with the Director and Legal Counsel during session to research facility and schools related topics to support analysis for Fiscal Impact Reports and presentations to subcommittees
- Researches and provides analysis of historic agency policies and procedures related to planning, design, construction, and maintenance
- Provides backup and support to the facilities master planner, as needed
- Prepares information, analysis, and presentation materials for PSCOC on topics related to facility planning and facility data
- Coordinates with Projects Team managers and others to gather facility planning information and prepare analysis for applicant school facilities for the capital funding programs
- Serves as a subject matter expert and point of contact between planning and IT to develop new field assessment tools and facility information database functionalities
- Writes research reports and presents findings.
- Tracks legislation related to public school facilities.
- Formulates analyses of projects and makes recommendations to Public Schools Capital Outlay Council for allocation of capital funding to School Districts
- Preparation of planning/design reports, special analyses and program status/expectations for agency Director and Public Schools Capital Outlay Council.
- Performs other duties as assigned.

## Knowledge, Skills, and Abilities Required:

- Knowledge of principles and methods of community and regional planning, architecture, construction, and facility management.
- Ability to prepare analysis of state government accounting and other documentation procedures.

- Knowledge of research methodology, including financial and statistical reporting.
- Skill with computer and spreadsheet applications.
- Knowledge of instructional methodology and program, organization of school systems, and state and federal laws governing education.
- Ability to evaluate, analyze, and interpret educational and financial data; to express ideas clearly and concisely, both orally and in writing.
- Ability to make presentations to diverse audiences
- Ability to establish and maintain effective working relationships with associates and the public and handle confidential matters in a trustworthy manner.
- Ability to foster a cooperative work environment.
- Strong interpersonal and communication skills
- Strong writing and grammatical skills

**Minimum Education and Experience:**

A bachelor's or master's degree in architecture, planning, liberal arts, political science, public administration or a related field from an accredited college or university and at least three years of experience in a planning-related field.

Please submit resume to: [LNawman@nmepsfa.org](mailto:LNawman@nmepsfa.org)