AUBURN
Human Resources

Dir, Campus Planning & Space Management

Job Description

JOB INFORMATION

Job Code	NC09
Job Description Title	Dir, Campus Planning & Space Management
Pay Grade	FM21
Range Minimum	$101,660
33rd %	$132,150
Range Midpoint	$147,400
67th %	$162,650
Range Maximum	$193,150
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/29/2012

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Campus Planning

JOB SUMMARY

Lead and direct the University's campus planning and space management functions. Recognize the land, building and space needs of University units, and formulates plans to meet these requirements and unify the plans into a comprehensive master plan to guide the physical development of the campus and outlying properties.

RESPONSIBILITIES

- Leads and directs the Campus Planning and Space Management (CPSM) staff. Communicates with the CPSM staff as well as other Facilities Management and campus personnel to keep them informed of work activities, gather and provide information, and coordinate projects.
- Develops and maintains a comprehensive campus planning and review process for property, infrastructure, buildings and space which serves to guide and facilitate the changing requirements of the University academic and non-academic mission requirements.
- Develops initial facilities program guidance during pre-design phase for all capital projects based on an assessment of campus requirements, the existing facility inventory, and master plan guidelines.
- Serves as Chair of the Campus Planning Committee which reviews master plans, confirms project compliance with applicable guidelines and makes recommendations to the President.
- Develops and maintains a comprehensive space database which includes inventory of property, infrastructure, buildings and space. Conducts space analyses as requires and utilizes this data to improve space utilization and allocation across campus.
- Conducts planning studies and analyses on campus planning, space issues, and in support of the University's mission.
- Serves as the lead within Facilities Management on real estate issues. Coordinates with the University Director of Real Estate on transactions for the University including sale, acquisition, exchange, appraisal, easements, and rights-of-way.
- Coordinates and prepares proposals and resolutions for the President's recommendation to the Property and Facilities Committee of the Board of Trustees.
- Coordinates and implements campus exterior signage system.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Architecture or Community/Urban Planning, or related field.	and	10 years of	Experience in campus and space planning as well as leading/managing a workforce of architects and planners.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of property, facilities and space management planning.	
knowledge of federal/state/local regulatory requirements.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically and distinguish colors.