AUBURN
Human Resources

Assoc VP, Planning, Design & Construction

Job Description

JOB INFORMATION

Job Code	NC35
Job Description Title	Assoc VP, Planning, Design & Construction
Pay Grade	FM24
Range Minimum	$154,610
33rd %	$200,990
Range Midpoint	$224,180
67th %	$247,370
Range Maximum	$293,750
Exemption Status	Exempt
Organizational use restricted to the following divisions	102 Vice President-Facilities Mgmt
Approved Date:	12/13/2024 2:58:37 PM

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Design & Construction

JOB SUMMARY

The Associate Vice President of Planning, Design, and Construction (AVP-PDC) is a critical leadership role responsible for overseeing the university's capital project program, facilities planning, and space management. The AVP-PDC will provide strategic leadership, ensuring that the university's physical infrastructure aligns with its academic mission and supports the long-term goals of the institution.

RESPONSIBILITIES

- Strategic Planning and Leadership - Provides oversight in the developing and implementing of a comprehensive strategic plan for the university's capital project program that aligns with the institution's overall goals. Oversees the development of key planning initiatives that foster a culture of innovation and continuous improvement within the department. Additionally, serves as an executive liaison to the university in external forums by building strong relationships with industry professionals ensuring effective strategic leadership.
- Capital Project Management - Oversees the university's capital project program, ensuring that projects are completed on time, within budget, and to the highest quality standards. Provides executive leadership that encompasses all aspects of project development, including architect selection, design contract management, project design, budget development, and construction oversight.
- Facilities Planning and Space Management - Provides comprehensive oversight in developing and analyzing facility and land use requirements to support the university's academic, research, and administrative needs. Provides senior leadership in conducting site planning and overseeing the space management process for campus facilities, ensuring compliance with applicable laws and regulations.
- Financial Management - Oversees and directs the development and management of the department's annual operating budget, overseeing cost accounting and fund expenditures, and conducting financial analyses to support informed decision-making, thereby ensuring fiscal responsibility and effective resource allocation.
- Stakeholder Engagement - Provides senior leadership in the advancement of building and maintaining strong relationships with various stakeholders, including university leadership, faculty, staff, students, and external partners. Initiates comprehensive and effective communication standards ensuring stakeholder needs are met and the department's priorities are represented
- Governance and Compliance - Leads and directs the Board of Trustees' project approval processes, ensuring compliance with relevant laws, regulations, and university policies. Develops and delivers regular updates and presentations to the Board of Trustees on capital projects, campus planning, and other relevant topics.
- External Partnerships - Cultivates strategic partnerships to foster collaborative relationships within the architectural and construction community. Engages in proactive outreach to industry groups and their

RESPONSIBILITIES

	constituent firms, disseminating information about Auburn University's strategic initiatives, business practices, and upcoming project opportunities.

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	Supervises others with full supervisory responsibility.

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, Engineering, Construction Management, Building Sciences, or Business related field.	and	15 years of	experience in managing the design or construction of projects, preferably in higher education.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Thorough knowledge of best practices and theories in construction, project, contract, and program management.	
Thorough knowledge of architectural or engineering design, construction techniques, project management, and building codes.	
Knowledge of budgeting, accounting practices, and analysis of financial data.	

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	And
	Professional Engineering License if degree is in engineering	Upon Hire	Required	Or
	NCARB Registered Architect License if degree is in architecture	Upon Hire	Required	Or
	PMI Project Management Professional Certification if degree is in construction management/building science or business-related field	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.