AUBURN
Human Resources

Campus Planner I

Job Description

JOB INFORMATION

Job Code	NC48A
Job Description Title	Campus Planner I
Pay Grade	FM14
Range Minimum	$52,000
33rd %	$62,400
Range Midpoint	$67,600
67th %	$72,800
Range Maximum	$83,200
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/19/2019

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Supports university campus planning functions that guide the physical development of the Main Campus and all outlying university properties.

RESPONSIBILITIES

- Conducts planning studies to determine the near- and long-term feasibility of proposed projects on the Main Campus and all university properties related to master planning, capital project planning, land use, space utilization, infrastructure development, transportation/circulation, landscape design, natural resource preservation, historic preservation, and other areas, as required.
- Verifies that proposed development or improvement projects comply with university standards as established in the Campus Master Plan, Landscape Master Plan, Image & Character of Auburn University, and all other appropriate university guidelines, policies and standards, and advises on such; develops and disseminates new planning guidelines, policies and standards, as appropriate.
- Assists the AVP for Facilities, the University Architect and the Director of Campus Planning and Space Management in the development and update of short-, mid- and long-range facilities planning efforts, especially the Campus Master Plan.
- Manages the use of outside consultants and planners in major planning efforts with activities that include preparing requests for proposals, overseeing the consultant selection process and administering contracts.
- Develops and maintains agreements pertaining to the use of university land or interior spaces by the campus community.
- Collects data and develops metrics data for the analysis of physical planning efforts involving land use, space utilization, campus landscape, student housing, campus transportation, sustainability and other areas; monitors and reports on such analysis regularly.
- Utilizes GIS for collecting, analyzing and disseminating planning data, especially through mapping efforts across multiple medium.
- Represents the Office of the University Architect in outreach efforts to both the on- and off-campus community by serving on, or leading, university committees and by representing Auburn University in relations with the local government, press, and residents.
- Advances university planning efforts by analyzing existing processes, and recommending and implement improvements, especially through the use of information technology
- Occasionally provides capital project design work if planner is formally trained in architecture, interior design or engineering discipline.

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	May supervise employees but supervision is not the main focus of the job.

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, Urban Planning, Building Construction, Interior Design, Engineering, or related field. Master's degree preferred.	and	0 years of	Experience in designing, planning, analyzing, and managing complex projects	

Substitutions Allowed for Education	Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Planner-AICP	American Institute for Certified Planners (AICP) Certification	Upon Hire	Desired	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.