AUBURN
Human Resources

Asst Dir, Campus Planning & Space Management

Job Description

JOB INFORMATION

Job Code	NC87
Job Description Title	Asst Dir, Campus Planning & Space Management
Pay Grade	FM20
Range Minimum	$90,360
33rd %	$117,470
Range Midpoint	$131,020
67th %	$144,580
Range Maximum	$171,690
Exemption Status	Exempt
Approved Date:	10/16/2024 4:27:49 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Manages and directs the University's campus planning under the guidance of the Dir, Campus Planning & Space Management. 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 staff as a subcomponent of the Dir, Campus Planning & Space Management organization. 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.
- Under the direction of the Dir, Campus Planning & Space Management, 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.
- Supports the Dir, Campus Planning & Space Management who serves as Chair of the Campus Planning Committee which reviews master plans, confirms project compliance with applicable guidelines.
- Conducts space analyses as requires and utilizes this data to improve space utilization and allocation across campus.
- As directed by the Dir, Campus Planning & Space Management, conducts planning studies and analyses on campus planning, space issues, and in support of the University's mission.
- Supports the Dir, Campus Planning & Space 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 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	in Architecture or Community/Urban Planning or related field.	and	8 years of	Experience in campus and space planning as well as leading/managing a workforce of architects and planners; 5 years experience must be leading and managing major planning initiatives and/or projects.	

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	And
	Registered Architect	Upon Hire	Required	Or
	Registered Planner	Upon Hire	Required	Or
	Professional Engineer or equivalent certification	Upon Hire	Required	Or

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.