AUBURN
Human Resources

# Exec Dir, Capital Programs

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | ND41 |
| Job Description Title | Exec Dir, Capital Programs |
| Pay Grade | FM23 |
| Range Minimum | $134,440 |
| 33rd % | $174,770 |
| Range Midpoint | $194,940 |
| 67th % | $215,100 |
| Range Maximum | $255,440 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 102 Vice President-Facilities Mgmt |
| Approved Date: | 8/27/2025 2:17:32 PM |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

Responsible for the strategic leadership and operational oversight of all design and construction activities across Auburn University's diverse capital program, encompassing new builds, renovations, and maintenance initiatives. Reports to the Associate Vice President of Planning, Design, and Construction.

## RESPONSIBILITIES

- Strategic Program Management: Directs and oversees all aspects of Auburn University's capital projects portfolio, encompassing new construction, major renovations, and ongoing repair initiatives, ensuring successful execution from programming and design through estimating and construction.
- Team Leadership & Development: Leads and manages all internal Project Management Studios and collaborates with external consulting groups (architects, engineers, estimators, etc.). Establishes department priorities, allocates resources, and implements programs for professional development, quality assurance, and timely execution of all design, estimating, and construction work.
- Stakeholder Engagement & Collaboration: Serves as the primary liaison with university leadership (e.g., provost, deans, VPs, athletic director) for facility program development and project approvals. Collaborates extensively with Campus Planning and Space Management on master planning and design standards, and with Facilities Management on client relations, quality assurance, and continuous improvement initiatives.
- Policy, Procedure & Compliance Oversight: Develops and implements standard operating procedures, policy guidelines, and selection processes for external design and construction consultants. Oversees compliance with all relevant state and federal regulations, including Alabama Bid and Licensing Laws, for all facilities management activities.
- Financial & Budgetary Stewardship: Manages the development and oversight of the annual operational budget for design and construction, including cost accounting and expenditure monitoring. Provides critical guidance on capital funding requirements and planning based on construction cost data.

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

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|---|---|
| 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 | in Architecture, Engineering, Interior Design, Building Science, or Campus Planning. | and | 8 years of | experience managing million dollar design and/or construction project designs as part of a capital project program to include complex budget preparation and monitoring, schedule development, and resource management experience supervising or managing employees. Experience with Campus Master Planning and Space Management in a public research university is desired. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

| | |
|---|---|
| Advanced knowledge of best practices, principles, and theories in architectural and/or engineering design, including the ability to create new designs to build, modify, or renovate new and existing facilities. | |
| Knowledge of facilities management and construction practices and processes, as well as the various building systems within facilities. | |
| Thorough knowledge of project and program management, project execution processes, project procurement, and various contracting methods. | |
| Thorough knowledge of creating and managing architectural, construction, and/or specialty consultant contracts. | |
| Thorough knowledge of public works and competitive bid laws, building codes, historic preservation requirements, ADA, life safety requirements, and design review processes. | |
| Knowledge of project budgeting principles and practices, including the ability to create cost estimates and project budgets. | |
| Ability to direct, lead, supervise, plan/prioritize, and strategize. | |
| Ability to gather, analyze, and interpret data to make critical, multifaceted decisions. | |
| Ability to read and interpret blueprints and project designs. | |
| Advanced management, negotiation, and communication skills. | |

## 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 |
| | NCARB Registered Architect License | Upon Hire | Required | Or |
| | Professional Engineering License | Upon Hire | Required | Or |
| | NCIDQ Interior Design Certification | Upon Hire | Required | Or |
| | AICP Planning Certification | Upon Hire | Required | Or |
| | PMP - Project Management Professional | Upon Hire | Required | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| 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.