
Auburn University Job Description

Job Title: **Exec Dir, Design Management**

Job Family: No Family

Job Code: **ND41**

Grade FM21 \$99,200 - \$188,500

FLSA status: Exempt

Job Summary

Reporting to the Assistant Vice President of Planning, Design, and Construction, leads a staff of over 35 personnel responsible for all university planning and project designs which includes all four major divisions of Auburn University. Directs the university's campus planning efforts to include the Campus Master Plan and is responsible for managing all campus planning and space management initiatives. Manages the Auburn University Capital Projects program consisting of 40+ projects valued at roughly \$200 million annually. Manages the design process for these capital projects for new campus facilities. In addition, manages the design of all campus maintenance, repair, and renovation projects, consisting of approximately 400 projects in support of approximately 470 existing university buildings.

Essential Functions

1. Manages the planning, programming, and design for Auburn University capital projects (40+ projects valued at \$200 million annually) as well as repair and renovation projects (400 projects valued at \$40 million annually). Manages the portfolio of all University design and engineering projects to ensure their successful completion in a timely manner.
 2. Leads and directs all Design Management staff and external consulting groups who work in support of the department's mission to include architects, engineers, campus planners, interior designers, and supervisors. Establishes and administers programs, procedures, and processes to ensure the quality and timely execution of all work performed by the Design Management personnel working on Planning, Design, & Construction projects. Establishes departmental priorities and allocates resources. Establishes training programs, credentialing standards, and mentoring processes aimed at the professional and technical development of personnel.
 3. Collaborating with University leaders, such as the Provost, Deans of Colleges and Schools, or Athletic Director, develops facility program requirements for University capital projects and provides support to the Board of Trustees on project approvals and issues.
 4. Directs the Campus Planning and Space Management department and the development of the Campus Master Plan, Image and Character Standards, and the Landscape Master Plan. Collaborates with the University Engineer on Campus Design Standards and the Dir, Construction Management on construction issues. Oversees the space management process for campus facilities.
 5. Provides guidance, oversight, and overarching direction for all University projects relative to the order, plan, image, character, and coordination of the campus's physical, service, and system attributes and aesthetics. Evaluates and provides recommendations concerning the long range viability and interrelations of projects.
 6. Responsible for the implementation and communication of standard operating procedures, and works collaboratively with the Assistant Vice President of Planning, Design, & Construction to develop policy guidelines. Guides processes for architect, engineering, campus planning or specialty consultant selection and contracting by recommending the appropriate contract and method(s) for delivery of services.
 7. Directs and leads the Design Review Committee which reviews all projects that impact the exterior aesthetic of AU Campus and remote properties. Provides recommendations to University senior leaders regarding compliance with the Image and Character Guidelines.
 8. Communicates with University leadership, administrators, and department heads to establish
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working procedures, project parameters, and facility performance expectations. Collaborates with Facilities Management Client Relations to identify and implement continuous improvement activities to ensure expected quality and service are provided to all customers. Communicates and maintains relationships with external regulatory agencies.

9. Manages the annual operational budget development process for Planning and Design and oversees cost accounting and fund expenditures supporting a consolidated budget of approximately \$2.61M. Provides cost estimates on design and engineering expenditures, requirements, and major projects and provides input for the Facilities Division annual budget.
10. Performs other related duties as assigned.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Bachelor's degree in Architecture, Engineering, Interior Design, or Campus Planning
Experience (yrs.)	10	Demonstrated successful experience managing many multi-million dollar project designs as part of a capital project program. Experience must include complex budget preparation and monitoring, schedule development, and resource management as well as 2 years' experience supervising or managing employees. Experience with Campus Master Planning and Space Management in a public research university desired.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

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.

Certification or Licensure Requirements

Valid Driver's License; and

Certified professional in field of study (must possess one of the following): NCARB Registered Architect License, Professional Engineering License, NCIDQ Interior Design Certification, or AICP Planning Certification

Physical Requirements/ADA

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Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Date: 8/13/2021
