
Auburn University Job Description

Job Title:	Spec, Campus Planning	Level I	Grade 33 \$39,300 - \$65,500
Job Code:	NC49	Level II	Grade 34 \$45,100 - \$75,100
FLSA status:	Exempt	Level III	Grade 35 \$51,900 - \$86,400

Job Summary

Maintain the Campus Planning (CP) & Space Management (SM) System (Archibus) used to support campus planning and space management decision-making by ensuring data integrity is maintained and provides various facility and space reports to Campus constituents.

Essential Functions

1. Oversees the Space Management System (Archibus) by collecting information such as areas that are most vulnerable to seasonal flooding or other related natural disasters, location of utilities above and below ground and other operating cost associated with buildings as well as descriptive data from Dean, Unit Heads and personal inspections.
2. Maintains a Geographic Information Systems property database by assisting the Space Manager in responding to university units with planning for land resource needs including land acquisitions, reporting of land assets and providing standard maps and database tables.
3. Supports the office on all Information Technology matters with all system maintenance and upgrade related matters as well as all end-user hardware and software issues and training on CP&SM systems.
4. Ensures space management system availability and data accuracy for meeting internal and external (state and federal) reporting requirements.
5. Acts as primary liaison between the University and the City of Auburn property map through municipal datasets.
6. Facilitates and oversees resources in conducting periodic Facility Condition Assessments and updating related data in space management system (Archibus).
7. Interprets utility location maps throughout campus.
8. Upgrades & maintains the 911-address/building code-facility database, the space management system database linking the Space Management System's data with other databases, and maintains information on CP&SM website using basic web design tools.
9. Assists with providing data for decisions regarding facilities-related institutional policies and the Capital Budget Request.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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.

Auburn University Job Description

Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelors degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelors degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

Auburn University Job Description

Minimum Required Education and Experience

- Level I** Bachelors degree in discipline appropriate to position with no experience.
- Level II** Bachelors degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Architecture, Building Science, Mechanical Engineering, Electrical Engineering, or related field

Focus of Experience

Experience in principles and practices of architectural design

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

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 12/15/2011
