



JOB INFORMATION

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

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

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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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 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

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.