
Auburn University Job Description

Job Title:	Dir, Campus Plan & Space Mgt	Job Family:	No Family
Job Code:	NC09	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

Job Summary

Lead and direct the University's campus planning and space management functions. 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.

Essential Functions

1. Leads and directs the Campus Planning and Space Management (CPSM) staff. 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.
2. 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.
3. 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.
4. Serves as Chair of the Campus Planning Committee which reviews master plans, confirms project compliance with applicable guidelines and makes recommendations to the President.
5. Develops and maintains a comprehensive space database which includes inventory of property, infrastructure, buildings and space. Conducts space analyses as requires and utilizes this data to improve space utilization and allocation across campus.
6. Conducts planning studies and analyses on campus planning, space issues, and in support of the University's mission.
7. Serves as the lead within Facilities 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.
8. Coordinates and prepares proposals and resolutions for the President's recommendation to the Property and Facilities Committee of the Board of Trustees.
9. Coordinates and implements campus exterior signage system.

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.

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	Degree in Architecture or Community/Urban Planning, or related field.
Experience (yrs.)	10	Experience in campus and space planning as well as leading/managing a workforce of architects and planners.

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

Knowledge of property, facilities and space management planning; knowledge of federal/state/local regulatory requirements

Certification or Licensure Requirements

Valid Driver's License

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, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 6/29/2012
