Auburn University Job Description

Job Title: Campus Planner

Job Code: NC48

FLSA status: Exempt

Essential Functions

1. Conducts programming, feasibility analysis, development of alternatives, and planning for projects on the Main Campus and other University properties, as required.
2. Develops, originates, maintains, and disseminates University wide department planning policies, guidelines, and standards.
3. Collects and applies data for planning related to long-term campus growth requirements.
4. Assists the University Architect and/or University Planner in the planning and analysis for short, mid, and long-term planning for facilities, transportation, capital projects, landscape, and infrastructure projects.
5. Coordinates and represents the University with campus/off-campus related issues to discuss program needs and develop solutions that meet the needs and preliminary budget of the constituents.
6. Assists in identifying problems, trends, or future facility and infrastructure needs and makes recommendations.
7. Verifies that proposed projects are in compliance with the University's design standards and Campus Master Plan and/or the University's Landscape Master Plan.
8. Assists in evaluating and recommending improvements to the University's campus planning and budgeting process.
9. Develop and periodically updates multiple design and database standards and specifications to be used by architects, landscape architects, and engineers in the development of construction documents for campus projects.
10. Prepares request for proposals for outside planning firms; writes advertisements based on bid calendar, conducts consultant selection process, and recommends award of contract.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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

<table>
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<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
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<tbody>
<tr>
<td>I</td>
<td>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.</td>
<td>Knows fundamental concepts, practices and procedures of particular field of specialization.</td>
<td>Bachelor's degree in discipline appropriate to position with no experience.</td>
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<td>II</td>
<td>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.</td>
<td>Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.</td>
<td>Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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<td>III</td>
<td>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.</td>
<td>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.</td>
<td>Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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* 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  Bachelor's degree in discipline appropriate to position with no experience.

Level II  Bachelor's 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  Bachelor's 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

Focus of Experience
Experience in designing, planning, analyzing, and managing complex projects

Substitutions allowed for Education:
When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Certification or Licensure Requirements:
American Institute for Certified Planners (AICP) Certification preferred.

Physical Requirements/ADA
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.

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,

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 25 pounds.

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

Date: 2/27/2019