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## Auburn University Job Description

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|--------------|-----------------------|-----------|---------------------------------|
| Job Title:   | <b>Campus Planner</b> | Level I   | Grade FM14 \$44,500 - \$71,200  |
| Job Code:    | <b>NC48</b>           | Level II  | Grade FM15 \$48,100 - \$81,800  |
| FLSA status: | Exempt                | Level III | Grade FM17 \$58,700 - \$105,700 |

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### Job Summary

Supports university campus planning functions that guide the physical development of the Main Campus and all outlying university properties.

### Essential Functions

1. Conducts planning studies to determine the near- and long-term feasibility of proposed projects on the Main Campus and all university properties related to master planning, capital project planning, land use, space utilization, infrastructure development, transportation/circulation, landscape design, natural resource preservation, historic preservation, and other areas, as required.
2. Verifies that proposed development or improvement projects comply with university standards as established in the Campus Master Plan, Landscape Master Plan, Image & Character of Auburn University, and all other appropriate university guidelines, policies and standards, and advises on such; develops and disseminates new planning guidelines, policies and standards, as appropriate.
3. Assists the AVP for Facilities, the University Architect and the Director of Campus Planning and Space Management in the development and update of short-, mid- and long-range facilities planning efforts, especially the Campus Master Plan.
4. Manages the use of outside consultants and planners in major planning efforts with activities that include preparing requests for proposals, overseeing the consultant selection process and administering contracts.
5. Develops and maintains agreements pertaining to the use of university land or interior spaces by the campus community.
6. Collects data and develops metrics data for the analysis of physical planning efforts involving land use, space utilization, campus landscape, student housing, campus transportation, sustainability and other areas; monitors and reports on such analysis regularly.
7. Utilizes GIS for collecting, analyzing and disseminating planning data, especially through mapping efforts across multiple medium.
8. Represents the Office of the University Architect in outreach efforts to both the on- and off-campus community by serving on, or leading, university committees and by representing Auburn University in relations with the local government, press, and residents.
9. Advances university planning efforts by analyzing existing processes, and recommending and implement improvements, especially through the use of information technology
10. Occasionally provides capital project design work if planner is formally trained in architecture, interior design or engineering discipline.

### 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.*

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## **Auburn University Job Description**

*Knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## 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.   | Bachelor's 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.  | 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. |
| 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. | 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. |

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

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## Auburn University Job Description

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### 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

Degree in Architecture, Urban Planning, Building Construction, Interior Design, Engineering, or related field. Master's degree preferred.

#### 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.

#### Minimum Required Knowledge

See Job Family Levels

#### Certification or Licensure Requirements:

American Institute for Certified Planners (AICP) Certification preferred.

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### 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: 3/19/2019

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