Type of Action Requested:* New (Create a new Position Description)
Internal Team: * SL-FacMgmt-Facilities Planning - 127800
Job Code/Employee Classification:* Administrator II
Classification Title: Administrator II
MPP Job Code: Campus Planner
Position Number: Position no: SL-00008639
CSU Working Title:* Campus Planner
Salary Range/Grade: 3312-RANGE A-Grade-1

Reports To:* Int Exec Dir Fac Plan Cap Proj
Campus:* San Luis Obispo
Division:* Administration and Finance
College/Program:* Facilities Management and Dev
Department:* FacMgmt-Facilities Planning - 127800
FLSA Status: Exempt

Sensitive Position: Yes

Job Summary/Basic Function:* Facilities Management and Development (FMD), a unit within the Administration and Finance Division (AFD), is responsible for the planning, design, construction, operations, maintenance, and repair of university facilities, grounds, and infrastructure. FMD consists of five critical and interdependent support departments, including Customer & Business Services; Energy, Utilities, & Sustainability; Environmental Health & Safety; Facilities Planning & Capital Projects; and Facility Operations. In support of the Cal Poly mission, the Facilities and Management and Development department is committed to promoting a culture that values individual and organizational integrity, civility, and diversity.

Under general direction of the Executive Director of Facilities Planning and Capital Projects, the Campus Planner is responsible for campus planning and the management of the campus master plan review, updates, and implementation. Additionally, this position will be responsible to facilitate the long-range vision for the physical development and aesthetic of the campus to include exterior spaces. The incumbent will be managing physical and policy planning in concert with academic and enrollment planning. The position provides program management during concept and programming for major capital outlay projects and acts as liaison for project committee approvals.

Minimum Qualifications:* Bachelor’s Degree in urban/regional planning and minimum five years of professional experience with additional increasing years of experience in long-range planning or policy planning.
**Required Qualifications:**

Demonstrated ability to collaborate with team members and provide outstanding customer service.

Advanced knowledge of campus planning and development principles.

Advanced knowledge and understanding of capital and operating budgets and budgeting practices.

Experience managing major and/or complex construction projects.

Experience with managing construction projects in a university setting.

Knowledge of business and fiscal analysis, processes, and techniques related to project management in building, design and construction, including an ability to analyze data and make accurate projections and cost estimates.

Knowledge of complex organizational and management structures and an ability to adapt to the dynamics of organizational, procedural, technological and policy change.

Ability to draft and compose correspondence and standard reports, including producing PowerPoint presentations and effective oral presentations to groups/constituents.

Excellent organizational and time management skills with the ability to maintain a high degree of accuracy while setting own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

Demonstrated ability to use a variety of computer applications including word-processing, spreadsheets, databases, online systems, project management software, scheduling software, as well as online calendaring and email.

Demonstrated ability to maintain a high degree of confidentiality including an ability to apply a high level of judgment and discretion on a consistent and continuing basis.

Working knowledge of or ability to quickly learn and apply University infrastructure, policies and procedures.

Demonstrated ability to use tact, diplomacy and professionalism to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.

Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

Excellent communication skills with an ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.

Thorough mastery of English grammar, spelling and punctuation with a demonstrated ability to proofread and edit.

**Preferred Qualifications:**

Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

Knowledge and experience with various computer software, including Geographic Information Systems and AutoCAD. American Institute of Certified Planners (AICP) certification or Leadership in Energy and Environmental Design (LEED) accredited professional credentials. Experience with California Environmental Quality Act (CEQA).

Familiarity with CSU contract law and bidding policies, including the various construction project delivery methods used on CSU campuses; e.g., Design-Build, CM at-Risk, Job Order Contracting (JOC) and Task Order Service Agreements (TOSA), etc.

Professional Licensed in the State of California.
**Special Conditions:**

Must be able to work additional hours, including weekends, evenings and occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

Must be able to work both indoors and outdoors in all types of weather conditions.

Must be able to use both hands for simple, firm grasping and for fine manipulation.

Must be willing to work at heights (20 feet or higher) off scaffolding or ladders.

Must be able to bend, squat, crawl, reach above shoulder level, crouch, kneel, balance, push and pull loads.

Must be willing to travel and attend training programs off-site for occasional professional development.

Must be able to receive off hours phone calls regarding campus problems needing immediate attention and coordinate response as needed.

This position may require the ability to wear respiratory protection, including a negative pressure respirator, and a Cal/OSHA mandated medical evaluation is required prior to the use of a respirator.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Must be able to successfully pass a pre-employment background check.

This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

Full-time management (MPP) employees are required to disclose outside employment at the time of hire or within thirty (30) days of taking additional outside employment subsequent to the time of hire.

**License / Certification:**

Possession of (or ability to obtain by date of hire) a valid California Driver's License.

**Mandated Reporter:**

General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

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<th>NCAA:</th>
<th>Yes ☐</th>
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<tr>
<td>Conflict of Interest:*</td>
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<tr>
<td>Supervises Employees:*</td>
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**Job Duties**

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<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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1. Manage and lead planning meetings, reviews, workshops, design and plan review sessions for campus projects.

2. Gather and analyze data, develop preliminary design concept on proposed projects, and prepare reports and materials for presentations.

3. Manage, lead, and prepare/present at campus and community meetings and forums on all aspects of current projects.

4. Organize and maintain master plan files, including CEQA actions to include overseeing of CEQA related assessments, reviews and issues for the campus and for projects in support of the Master Plan. Manage all master plan update requests.

5. Oversee implementation of master plan projects.

6. Consult with and advise architects, planners, landscape architects, engineers, and campus clients to ensure compliance of the Campus Master Plan and other guiding documents/requirements.

7. Utilize the University’s Job Order Contracting program and Task Order Service Agreements to manage projects. Oversee development and implementation of comprehensive plans of land use management programs for the university such as Campus Design Guidelines, Landscape Master Plan, Wayfinding Plan, Campus Standards and other documents/requirements that provide guidance for campus development.

8. Oversee development and implementation of the goals, objectives, policies and priorities for assigned programs, conduct a variety of organizational and operational studies and recommend modifications to planning programs, policies and procedures as appropriate.

9. Interpret planning concepts and provide technical recommendations.

10. Analyze development impacts, transportation, and campus planning needs and participate in the development of short- and long-range plans and programs for the university campus improvement and development.

11. Conduct field work and data collection, including but not limited to: parcel data, land records research, demographic and census analysis.

12. Identify project documentation requirements and/or procedures.

13. Ensure that project development contract stipulations are met, assuring that responsible agencies are informed of progress as they relate to CEQA and or campus guidelines.

14. Represent facilities management on administrative, organizational, and capital sustainability issues.

15. Assist in the development of the Biennial report on Sustainability. Represent the campus for all project submittals to the Chancellor’s Office; and coordinate conceptual and programming activities.

16. Perform other job-related duties and special projects as assigned.

17. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

18. Assist Facilities staff with project-related and department/division operational matters.