**Position Description Form**

Nonexempt and Exempt Staff

*University Human Resources*

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| **Position Action Requested** |
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| **Position Number:** |  | 110542 |
| **Category** (Exempt or Nonexempt): |  | Exempt |
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| **Action:** |  | Establish new position |
|  |  | Change existing position |
|  | Establish target hiring range (for Exempt positions) |
|  | Update to post and fill |
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| **Current Title and Code:** | Planner 9757015 |
| **Proposed Functional Title:** | Campus Planner II |
| **Pay Range/Band:** | 02 |
| **Proposed Effective Date:** | immediate |
| **KFS:** | 01-1-18550 |
| **FTE:** | 1.00 |
| **UID:** |  |

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| Administration | Facilities Management | VPA-FM-Planning & Construction | VPA-FM-P&C-Facilities Planning1170106 | Vacant |
| **Division** | **College/School** | **Department** | **Sub-Unit** | **Incumbent** |

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| **Justification for Requesting Change/Review** |
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| **Position Summary/Purpose of Position** |
| The purpose of this position is to support the Assistant Director, Space Planning and Facilities Asset Inventory and the department to address campus space planning needs, studies, programs, campus site projects and support long range campus planning.**Is this position a Unit Head?** \_\_\_Yes \_\_x\_No **How many employees are supervised?** \_\_0\_ |

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| **Essential Duties and Responsibilities**(please list no more than five major duties in descending order of importance; describe each major task in a manner that demonstrates complexity) | **% of Time** |
| Responsible for the development of campus planning projects. Develops and coordinates planning for Student Facilities funded projects and other campus projects as needed. Develops concept scenarios for campus space planning projects and other planning projects. Produces AutoCAD layouts, space and fit plans, spreadsheets, written analysis, reports, presentations, studies and other documents as needed.  | **35%** |
| Coordinates the development of campus planning initiatives. Develops facility programs to support end user and institutional needs. Provides technical support, field surveys, and analysis to assess existing facilities space needs and makes recommendations for future improvements to meet institutional goals. Assists in the development of SGAP, state planning reports, space/utilization analysis and other planning reports as needed.  | **30%** |
| Facilitates for the development of long-term campus plans. Provides support for campus master planning efforts, annual master plan updates, precinct studies and other long-term campus initiatives. Develops site analysis for new planned facilities. Use University data, benchmarking data and best practices to develop comprehensive cost-effective long-term planning solutions.  | **20%** |
| Collaborates the coordination, development and implementation of campus site projects and infrastructure improvements. Provides technical support for campus wayfinding projects. Assists campus site group with development of pedestrian pathways, bicycling initiatives, transportation infrastructure, and campus landscape projects. | **10%** |
| Performs other duties as assigned | **5%** |

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| **Minimum Qualifications Required to Perform Work** |
| **Minimum Qualifications (includes min. Education, Experience, Knowledge/Skills & Abilities)****Education:**Bachelor of Architecture, Planning, Engineering or related field. **Experience:** Minimum six (6) years of progressively responsible work experience as an Architect, Planner, Landscape Architect, and/or Urban Designer; knowledge and experience in all phases of planning and design of multiple building types for institutional, commercial and residential projects; experience in project management; knowledge of land planning and historic preservation desirable.**KNOWLEDGE, SKILLS, & ABILITIES:**Thorough knowledge of the modern principles and practices of architecture.Excellent space planning skills.Strong customer relations skills.Ability to analyze data and produce reports.Excellent communication skills – verbal and written.Able to work with various stakeholders, particularly mid-level university personnel to develop solutions to complex issues, build consensus to advance projects. Proficiency in the use of AutoCAD, Microsoft Office, Adobe Creative Suite, Illustrator, InDesign and Photoshop |
| **Preferences:** |
| **Additional Certifications (includes licensing):**While a driver’s license is not required for this position, the incumbent will have to travel to meetings on and possibly off campus, IF driving a State vehicle, incumbent must possess a valid MD Class C driver’s license or equivalent with fewer than six (6) points. |

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| **Supervision**(attach a simple organization chart) |
| **Supervisory Responsibilities of Position** (name, title, position number of direct reports)**:**No supervisory responsibilities. Works independently. |
| **Supervision Received** (name and title of immediate supervisor):Fran Becker, Assistant Director, Space Planning and Facilities Asset Inventory |

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| **Physical Demands of Position**(describe the nature of physical activity required and any unusual environmental conditions) |
| Works predominantly in an office environment; however, incumbent will conduct physical site investigations, building walkthroughs and field inventory. Telework eligible.  |