

Class Code:.....0117
Position #: (PSA) (E).....
Developed by:.....JVW
Reviewed by:.....LK, SG
Approved by:.....LK
Date:.....8/12

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Campus Planning & Design
DIVISION: Administration & Finance
REPORTS TO: Director of Campus Planning & Design
GRADE: 14
SUPERVISES: Professional, technical, and support staff; consultants and student employees

BASIC FUNCTION:

The position is principally responsible for the long range planning of URI's campus and facilities development, the integration of campus master planning with the institution's strategic plans, and the planning of space needs and the utilization to meet current and future requirements. The position is responsible for managing URI's annual Capital Improvements Plan submission to the Board of Governors. At times, work will also include the planning and conceptual design of new facilities and overseeing the design of capital improvements and minor renovations to existing facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the preparation of the annual Capital Improvement Plan and capital budget renewal requests.

Responsible for proper use and allocation of space throughout campus and will oversee the planning efforts of the Higher Education Planner for Space and Facilities should that position be restored in the future.

Responsible to assist the Director with the development of the University Master Plan, including planning for public/private partnerships on leased university land.

Oversight of the University Landscape Architect in the development and management of exterior hardscape design standards and the planning of sidewalks, roads, public transportation infrastructure, utility routing, and general landscape planning.

Consult with appropriate university personnel on proposed architectural projects and develop preliminary scope of new projects. Prepare or oversee project programming and preliminary budget spreadsheets and schedules. Assist with URI and state agency approvals to initiate projects, including all funding approvals.

Assist the Director with project site selection recommendations and approvals from the appropriate university committees.

For new projects, as required, prepare *Request for Proposal* documents for outsourced architect/engineering services consultants and manage the selection process. Assist the University Architect with interviews and in making presentations to the State of Rhode Island A/E/C Services Selection Committee.

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Negotiate and prepare Owner-Architect agreements, descriptions of project scope, detailed project budgets, and schedules. Coordinate approvals with University Counsel and URI Purchasing offices.

For assigned projects, manage the design process including meetings, budgets, schedules, and the documentation of decisions. Coordinate planning and design decisions with college deans, department heads, and building committees involved with the process.

Provide design management leadership to inspire a process that fosters fine architecture, efficient and effective building systems, and the development of a livable and community-focused university campus.

Assist with the development and manage the application of University of Rhode Island Building Design Guidelines. As projects are designed, meet with appropriate users and project process partners and coordinate the university's design review comments.

Provide management of the design and specifications of fixed equipment within a project and coordinate with movable equipment and furniture planning.

Prepare and present regular project reports and update appropriate URI directors on the status of projects.

Oversee the LEED® design considerations of projects and provide leadership in promoting sustainable campus architecture as an exemplary and integrated part of the university learning community.

Assist with the preparation of project contract documents for the advertisement and public bidding of work. Verify contract documents for compliance with university standard procedures and applicable governmental regulations and building codes.

Provide proactive leadership in achieving the university and state goals for contract participation of Minority and Women-Owned business participation.

Evaluate design-related change orders and make recommendations to the University Architect and director of Capital Projects.

Assist with the move-in and project "close out" including user occupancy and the transfer of the building to facilities management operations.

Prepare project public relations materials and make presentations to the campus community and other audiences.

Serve on various department, division, and university committees; represent the university concerning the University Architects' responsibilities.

Perform related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management, spreadsheet, scheduling and graphics (AutoCad) software.

QUALIFICATIONS:

REQUIRED: Bachelor's degree from an accredited higher education institution with concentration in planning, architecture, or urban planning; minimum of seven years' experience in progressively responsible roles in architecture or construction management in an institution of higher education; demonstrated extensive knowledge of architectural design, engineering principles, and construction administration; demonstrated knowledge of construction materials, methods, and practices; demonstrated knowledge of state construction project procurement requirements; demonstrated management knowledge of AutoCAD® and other graphical software; demonstrated working knowledge of spreadsheet and scheduling software; demonstrated ability to communicate effectively, both orally and in writing; demonstrated strong interpersonal skills and ability to work successfully with diverse internal constituents, including faculty & administrators and also with a broad array of external consultants such as architects, engineers, and construction firms.

PREFERRED: Demonstrated project management experience with an Architectural/Planning design firm; university or public agency experience.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.