

**Job Code:.....100117**  
**Position #:(NUNC) (E)**  
**Developed by:..... JWV**  
**Reviewed by:.....AR, JWV**  
**Approved by:..... LK**  
**Date:.....09/18**

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Director, Planning and Real Estate Development

**DIVISION:** Administration and Finance (Facilities Group)

**REPORTS TO:** Assistant Vice President, Facilities

**GRADE:** 18

**SUPERVISES:** Professional and administrative support staff

**BASIC FUNCTION:**

Provide consultation, support, and guidance for a University-wide capital planning & real estate development process that incorporates and addresses current and future academic, financial and facilities planning efforts. Assist units in the development of strategic capital plans that align with the core academic and administrative goals. Provide consultation to the Assistant Vice President, Facilities and the Vice President of Administration and Finance, providing assistance and advice on University policy and capital asset related real property matters. Provide organizational leadership in the Facilities Group and its interface with the units within other University Divisions and external constituents. Provide capital and space planning and organizational consultation for all University departments.

Provide direction to the staff of Campus Design, including the University Architect, Assistant Director, University Landscape Architect, and support staff. Provide leadership over the design of new and renovated university facilities, utilities and landscape planning, physical master planning, project feasibility studies, and the development of project budgets and funding strategies. Oversee the management of architectural and engineering consultant contracts, and planning and maintenance of the University's aesthetic and functional objectives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide leadership and consultation in the development of the University's Master Plans for development of all University Campuses in addition to ongoing capital planning and real estate management and commitment processes that emphasize collaboration and results in a strategic plan that will fulfill University-wide goals and initiatives.

Analyze emerging capital real estate management trends globally, nationally, and within the State to ensure that the University is responding to environmental changes that could impact the field of higher education and the University of Rhode Island.

Provide guidance and support across the different Divisions of the University in the development of a capital planning process and goals related to the overall core and administrative plans.

Monitor projects from conception through commissioning. Work directly with consultant design team, University Architect, and the Office of Capital Projects to assure that plans and specifications are being followed. Make final recommendations regarding substitutions and changes to approved plans.

Provide consultation to the units in the development of their own capital plans; ensuring that these plans are aligned with the institution's goals.

**Director, Planning and Real Estate Development - (NUNC) – (100117)**

**Page 2 of 3**

Provide organizational leadership to Facilities, assisting in coordinating the office support work, and its interface with the units within Administration and Finance, the other Divisions, and external constituents.

Serve as lead operative in advancing real property and building space transactions involving the surplus, sale, acquisition, and lease of University/Council owned land, buildings, as well as land and buildings that may be purchased or leased by University entities, conducting research, securing proposals, conducting business plan evaluations, and preparing the necessary documentation to seek approval at the state level for such transactions, including those involving public/private partnerships.

Serve as the Chairperson of the University Space Enhancement Design and Allocation Committee. Oversee the space allocation process for all University space, managing this resource in an efficient and responsible way to reduce capital and operating dollar requirements while meeting the needs of the University.

Responsible for the oversight of the University's space database, inclusive of accurately tracking occupancy and primary investigator's location for all University staff, tracking of all research grants to ensure an accurate accounting for the locations of all grant activity and the assignment of grant dollars to the space that support the grant activity. Ensure that the University's space database is up to date, accurate, and is used to meet the needs of the institution in the assignment of space, the planning for the future, more efficient allocations to minimize the capital and operating expense that is required to support the University.

Responsible to oversee all movement of staff on campus, to ensure that the relocation of staff is done in a way that supports the strategic plans of the University, responds to the maintenance activities of facilities and the need of Capital Projects, in a manner that minimizes the operational impact to those moved.

Provide guidance and coordination of the integration of planning and evaluation of information with the fiscal allocation process within Facilities, providing supervision and guidance to the Manager, Space Allocation & Analysis, including broad oversight of the Manager's direct reports, Coordinator, Planning & Real Estate Development, and, as needed, other Facilities staff in support of tasks associated with campus planning and real estate matters.

Facilitate, serve and staff, as needed, various university planning committees to ensure continuity and integration of capital planning efforts, including providing in-depth analysis of the capital plan to the University's Strategic Budgeting and Planning Council and the President's Senior Leadership Team.

Develop an integrated communication strategy for the dissemination of data, information, and perspective regarding progress on capital planning, implementation and evaluation outcomes to the campus community and external constituencies.

Lead the development and implementation of a plan for evaluation of the effectiveness of capital plan integration toward the goals included in the Academic and unit plans, measuring progress toward both short- and long-term goals.

Provide annual updating, modifications, reporting and presentation support for the University's Capital Plan, including both activities and proposed projects, at all levels of the University, The URI Board of Trustees and State Government.

Confer with the Assistant Vice President, Facilities and the Vice President of Administration and Finance and provide assistance and advice on University policy and matters related to University real estate and capital assets.

Undertake special projects as assigned and provide other general assistance to the Assistant Vice President, Facilities and the Vice President of Administration and Finance as needed.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in Architecture or related field; Minimum of ten years of experience in higher education administration and planning; Demonstrated broad experience and knowledge in a post-secondary environment; Demonstrated progressively responsible administrative experience in planning and organizational development; Demonstrated progressively responsible administrative experience in consulting and training; Demonstrated progressive experience in fiscal and real estate transaction management; Demonstrated strong and flexible administrative and consultative skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated editing skills; and, Demonstrated ability to work with diverse groups/populations.

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