



**Family: Facilities and Operations**

**Level: AM4**

**Position Profile Title: Manager 1-Campus Planning**

Salary Grade	Minimum	Midpoint	Maximum
7	\$72,216	\$99,336	\$126,456

**PROFILE SUMMARY:**

Positions in this job profile manage the day-to-day operations of university wide campus planning. They provide ideas and subject matter expertise while ensuring effective, efficient workflow and adherence to policy and standards. They may contribute to the development of the budget and are accountable for managing the budget and activities of staff.

**DISTINGUISHING CHARACTERISTICS:**

The distinguishing characteristic of the Manager 1-Campus Planning profile is the management of the day-to-day operations of managing the University Plan for the university. Positions provide supervision for employees carrying out the daily work for university wide campus planning.

**PRIMARY POSITION RESPONSIBILITIES:**

1. Oversees the development and management of the OSU District Plan, planning studies, and environmental assessments necessary to update the OSU District Plan.
2. Prepares the scope, negotiates, and executes contracts for OSU Planning.
3. Supervision of professional faculty and/or classified positions including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews
4. Develops and coordinates policy recommendations, planning and impact studies, analysis and reports to support decision making.
5. Develops and maintains internal and external relationships to promote and support the physical development of the university, including community and statewide outreach efforts and participating in work sessions and hearings as a representative of the university.
6. Ensures compliance with University policies, state and federal laws and regulations, contractual agreements and industry standards.

**PROBLEM-SOLVING AND DECISION-MAKING:**

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have major implications on the management and operations of an area within a department; job may contribute to important strategy, operations, and business decisions that affect the department.

Decisions impact:

- Entire University
- Functions Across the University
- Department
- Direct Team
- Vendors/Suppliers/Contractors
- Other External Agencies and Institutions



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**ACCOUNTABILITY:**

Results are defined by senior leadership, division and university mission, vision and strategies. Incumbent sets own goals with supervisor/manager. Carries out work activities independently; supervisor/manager is available to resolve problems.

**RELATIONSHIPS WITH OTHERS:**

Collaborates and interacts within the Dept/Unit, University wide and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Access and/or work with sensitive and/or confidential information.

**TYPICAL REQUIREMENTS:**

Master's degree in field related to assigned responsibilities

10 years of experience in planning work and at least 2 years of supervisory experience.

Possession of AICP (American Institute of Certified Planners).

**DISCLAIMER:**

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.