



Family: Facilities and Operations

Level: PR6

Position Profile Title: Specialist 2-Campus Planner 1

Salary Grade	Minimum	Midpoint	Maximum
5	\$51,072	\$68,988	\$86,904

PROFILE SUMMARY:

Positions in this job profile provide professional planning assistance to the university, including land use planning, facilities planning, historic assessment and review, and program/project oversight.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristics of the Specialist 2-Campus Planner 1 is the specialized expertise required to provide planning assistance, historic assessment and review and project oversight for the university master plan. The Specialist 2-Campus Planner 1 profile is distinguished from the Specialist 2-Campus Planner 2 profile by less experience, and a smaller scope of responsibilities.

PRIMARY POSITION RESPONSIBILITIES:

1. Researches data provides analysis and prepares reports regarding planning and project studies.
2. Monitors land use projects and provides consultation for project regarding compliance with university policies, local, state, and federal laws, and regulations.
3. Assesses and recommends proposed actions such as amendments, zone changes, or conditional use that may have an impact on the University.
4. Assists management and leadership in the development of the OSU District Plan.
5. Provides subject matter expertise to internal and external stakeholders by providing information and resources regarding campus planning efforts and strategies.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

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
- Other External Agencies and Institutions

ACCOUNTABILITY:

Results are defined by senior management, division and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. 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.



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- 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.

Collaborates and interacts within the Dept/Unit and University Wide to:

- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.
- Resolve conflict, negotiate, or collaborate on major projects.

TYPICAL REQUIREMENTS:

Bachelor's degree in Urban Planning, Architecture, Public Policy Administration, or related field.

3 years of experience in planning work.

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.