



Family: Facilities and Operations

Level: PR6

Position Profile Title: Specialist 2-Campus Planner 2

Salary Grade	Minimum	Midpoint	Maximum
6	\$60,288	\$82,860	\$105,420

PROFILE SUMMARY:

Positions in this job profile provide professional planning assistance to the university for complex projects and analysis for land use planning, facilities planning, historic assessment and review, and program/project oversight. They formulate, implement and interpret land use policy and facility development, including data collection, analysis and preparation of recommendations for the University's use in long and short range planning and formation of campus wide policies.

DISTINGUISHING CHARACTERISTICS:

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

PRIMARY POSITION RESPONSIBILITIES:

1. Develops and oversees long range planning studies, including but not limited to the OSU District Plan, transportation and historic long range planning efforts.
2. Prepares reports and reviews proposals for capital construction projects and capital renewal projects.
3. Assists management and leadership in the development of the OSU District Plan.
4. Provides subject matter expertise to internal and external stakeholders by providing information and resources regarding campus planning efforts and strategies.
5. Develops and maintains internal and external relationships to promote and support the OSU District Plan for the university, including community 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
- Other External Agencies and Institutions



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ACCOUNTABILITY:

Results are defined by senior management, 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 Widex 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.

TYPICAL REQUIREMENTS:

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

5 years of experience in planning work.

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.