**Campus Planner TAMU Standard Job Description**

**Classification Title:** Campus Planner

**FLSA Exemption Status:** Exempt

**Minimum Pay:** $81,402.00

**Job Description Summary:**

Campus Planner, reporting to the University Architect, is responsible for: supporting the short and long-range planning and conservation efforts to preserve and enhance the built environment at Texas A&M University (TAMU). Ensures development and changes to the built environment encompass an integrated approach toward the long-term sustainability and management of architectural, environmental, cultural and land resources. Assists in monitoring and coordinating the development and management of the Campus Master Plan and verifies proposed campus projects are in compliance with TAMU design guidelines and standards.

**Essential Duties and Tasks:**

**35%: Project Development**

* Participates in the development of short and long-range campus planning strategies.
* Participates in the planning of new developments or redevelopments to ensure compliance with the Campus Master Plan.
* Performs various aspects of campus physical planning such as studies related to area plans, land use, circulation, sustainability, environmental, and development controls.
* Performs planning studies of scope, siting, and/or cost of prospective projects in coordination with users and provides project development recommendations.
* Analyzes development impacts and campus planning needs.
* Interprets planning concepts and provides technical recommendations regarding the development and implementation of planning elements, sustainability, and capital projects.

**25%: Project Management**

* Participates in meetings and workshops related to program of requirements to monitor campus projects to ensure compliance with the Campus Master Plan.
* Coordinates and works closely with TAMU’s Landscape Architect to ensure compliance with the Campus Master Plan and Design Standards.
* Prepares and/or distributes data, drawings, maps, and other planning information.
* Ensures effective communication and coordination among internal and external team members.
* Reviews, tracks, and processes campus project planning documentation.

**20%: Campus Standards, Processes and Reports**

* Assists with the development of campus planning guidelines, including routine updates.
* Assists with the preparation of campus sustainable design guidelines, including routine updates.
* Produces written reports and presentation materials as requested.
* Produces graphics and maps for presentations and a variety of informational handouts.
* Coordinates and gathers data/materials for planning and design projects such as retrieval of current and historical planning data (including maps and records) from sources such as departmental files, archives, campus guidelines, and professional/technical publication sources.
* Assists in the development of processes and procedures as it relates to campus planning and project development.
* Develops and maintains update reports for campus planning projects.
* Develops and maintains methods and systems to measure and track compliance and implementation activities.

**10%: Outreach**

* Represents TAMU at local, regional and state agency meetings when necessary.
* Prepares and presents written and oral presentations to a variety of audiences in conjunction with supervisor or on own.
* Provides mentorship to other OUA team members.
* Promotes outreach and partnerships with academic components of the university, including presentations to various constituents as requested.

**10%: Supervisory**

* Provides direction on assignments or tasks to graduate assistants.

**Other**

* Performs other duties, as assigned.

**Required Education and Experience:**

* Bachelor’s degree in urban planning, Landscape Architecture, Architecture, or closely related field.
* Six years’ experience of planning and design of construction projects.

**Required Licenses and Certifications:**

* May require Landscape Architecture Certification, as defined in Texas Occupations Code Statute.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of the principles and practices of campus or municipal planning in specific areas such as impact analysis, transportation, land use and functional planning.
* Knowledge of the principles and practices of planning in general areas, such as land use suitability, site analysis and urban design.
* Knowledge of planning and administration, and current developments in planning including social and environmental considerations.
* Knowledge of local, state, and national building codes and regulations.
* Excellent written and oral communication skills, ability to lead and work in teams, and be able to present and communicate complex planning concepts in written, oral, and graphic form to a variety of audiences.
* Strong management and organizational skills.
* Ability to collaborate with various groups of stakeholders, professional colleagues, consultants, and users in a team environment.
* Demonstrated time management skills, resulting in the ability to manage multiple planning projects, client relationships and prioritize time and resources accordingly.
* Oral and written communication skills.
* Ability to use planning software such as AutoCAD, Adobe Photoshop, Adobe Illustrator, SketchUp, and Microsoft Office.
* Ability to work independently with limited supervision.

**Machines and Equipment:**

* Telephone
* Computer

**Physical Requirements:**

* Able to remain sedentary for long periods of time.
* Walking long distances occasionally.
* Mobile in and near construction sites.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**