

Job Title	Assistant Director for Space Planning
PVN ID	VC-1710-002148
Category	Managerial and Professional
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Space Planning
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Dec 18, 2017 (Or Until Filled)

General Description

GENERAL DESCRIPTION

The City University of New York (CUNY) is the nation's largest urban public university, comprising 24 institutions: eleven senior colleges, seven community colleges, and six graduate, honors and professional schools. The University serves more than 274,000 degree-credit students and 260,000 adult, continuing and professional education students and offers an on-line baccalaureate degree. The University's physical plant is comprised of campuses with 28 million gross square feet in 296 buildings. These facilities are supported by an approximately \$3 billion, multi-year capital improvement program.

The University's Office of Facilities Planning, Construction and Management (FPCM) seeks to hire an Assistant Director in its Department of Space Planning to oversee space planning across all CUNY campuses. The Department of Space Planning determines campus space needs of all of the University's twenty-four institutions; performs space utilization studies; maintains capital project and space inventory databases; assists in the preparation of physical master plans; and develops capital projects that are funded through public, private or combined public/private sources. Planners also assist the Department of Capital Budget in preparing the University's annual Capital Budget Request and annual funding requests for Borough President and City Council capital funding; and work alongside the Department of Design, Construction and Management to program new buildings and renovations to existing buildings.

Salary commensurate with experience.

Review of applications to begin immediately and until position is filled.

Other Duties

RESPONSIBILITIES

Under general supervision of the Director of Space Planning, with latitude for independent action and decision-making, the Assistant Director of Space Planning will be responsible for providing system-wide capital outlay analysis while overseeing a staff of Space Planners.

- Supervise preparation of capital projects from data provided by CUNY Colleges and in coordination with CUNY facilities staff, for the annual published capital outlay requests submitted to New York State/City;
- Manage campus short-term and long-term capital planning, including ensuring that future capital requests follow approved facility master plans and appropriate sequencing;
- Develop scope of work for facilities master plans and oversee consultant selection;
- Facilitate University approval of enrollment projections as part of the Master Plan process;
- Participate in space programming portion of facilities master plans, all steering committee meetings; coordinate all CUNY and College stakeholders involved with the project, and ensure that the design proposed in master plan adheres to University space guidelines or appropriate benchmarks; participate in final review of master plan, presentations, and Board approval process;
- Develop scope of work for funded projects in consultation with FPCM Project Managers and Colleges, assist in the preparation of RFP's/RFQ's, participate in consultant selection, participate in project design process as it relates to space programming issues and University space requirements;
- Provide ad-hoc capital budget or space analysis as needed, to various FPCM groups;
- Review and update University-wide campus space standards as required.

Qualifications

QUALIFICATIONS

Interested applicants should have at least 8 years' experience in capital planning, with 5 years in higher education capital planning. Experience working in planning of higher education facilities or New York City/State government strongly preferred.

Planning and Design Experience

- A professional degree in urban/city/regional planning, architecture, landscape architecture, public administration, higher education or other related field;
- Experience in implementation of small, medium, and large-scale capital initiatives;
- Familiarity with issues of space usage in institutional and in particular, academic facilities.
- Quantitative expertise, with the ability to focus on 'big picture' issues while simultaneously understanding critical details.

Financial

- Capital project cost estimating.

Other Skills

- Ability to work with multiple campus constituencies and manage complex facilities issues they present;
- A record of leadership, initiative and good judgment;
- Demonstrated ability to work in a team environment;
- Excellent written and verbal communication skills;
- Skilled with Excel, Word, and PowerPoint; Crystal Reports and CAD are desirable but not required.