Job Title: Planning Program Manager

BCAT Code: 09NX05  Effective Date: April 1, 2007
Pay Grade: G15   FLSA Status: Exempt  Revision Date: July 1, 2013

Job Duties/Responsibilities
Coordinates the oversight of facility planning activities for renovations and constructions, such as facilities programming, project scope, cost projections, schedule analysis, and space analysis.

Job Duties/Responsibilities
- Coordinates the production of spreadsheets with drawings for analysis and projections.
- Represents the University in project programming.
- Coordinates the consultant selection process.
- Monitors and tracks the project budgets and corresponding payments.
- Participates in the approval of consulting agreements, drawings, and space allocations.
- Manages records related to the contract execution and planning.
- Serves as a member of the Capital Budget and Space Allocation Committee (CBSAC).
- Coordinates the logistics of planning activities.
- Serves as liaison between contractors, departments, and the University in the project planning.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of AutoCAD, word-processing, and spreadsheets, and project scheduling systems.
- Knowledge of interpreting and evaluating engineering drawings, building systems, and maintenance.
- Effective time management, customer service, supervision, and organizational skills.
- Ability to multi-task and coordinate several projects.
- Ability to manage.
- Ability to perform life activities, such as climbing, walking, and entering non-confined areas.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.