

Classification Specification: Planning Administrator

Classification Number: 85317 Pay Grade:
Effective Date: September 27, 2013 Current Exemption Status: Nonexempt

Position Summary

Oversees and provides all administrative and operational support related to capital planning and design, and related construction activities. Supervises office operations. Maintains and monitors all aspects of project and construction budgets. Provides project administration and support for large and small capital and construction projects. Coordinates all net assignable space on campus. Responsible for all off-campus property management issues, including purchase, sale, leasing and maintenance.

Essential/Primary Duties

- Supervises office operations and business functions. Handles routine and non-routine questions. Hires, trains and supervises staff and students. Writes and implements office procedures. Approves time reported, schedules and coordinates staff workload. Represents office on a variety of committees and other campus activities.
- Oversees budget development, reconciliation and administration for all capital planning and construction project budgets across the University. Researches budget discrepancies and errors. Approves payments to vendors. Provides advice regarding project funding and directs project funding transfers. Researches and writes requests to state or other government authorities for the release of state capital funds and property acquisitions.
- Writes project requests and provides project tracking for the campus community, including contracts, change orders and Board resolutions, as needed. Writes advertisements to solicit proposals from and schedules meetings with prospective vendors. Maintains, updates and trains University colleagues on the project request process for the University.
- Maintains and audits records of all assignable campus space and all University owned and leased facilities. Maintains information on campus acreage and assists with Land Audit. Prepares and submits annual space utilization report to State of Ohio. Works with Disability Services to assist with student needs. Maintains and directs modification of small-scale space drawings.
- Manages off-campus property acquisitions, sales and leases for the University. Assists with the writing, assembly and delivery of purchase agreements and supporting documentation. Researches property information at city and county offices. Coordinates closing process with all parties. Acts as property manager for off-campus properties and responds to issues. Writes leases, coordinates move in/move out, collects deposits and monthly rent and works with General Counsel to handle delinquency and damage issues for rental properties. Schedules, hires and oversees maintenance work.
- Oversees campus moves. Coordinates with internal departments such as IT, telephone services, materials handling, facilities services and lock shop. Contracts with and supervises outside moving company and construction firms.

Experience and Education

Experience

- Two to three years related experience required

Education

- High school diploma or GED required

Classification Specification: Planning Administrator

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to effectively utilize audio/visual equipment

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

Project Managers and other staff

Part-Time

None

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.