



Job Title	Associate Planner, Capital Facilities/Master Planning
PVN ID	VC-1908-003251
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Facilities Planning
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Nov 15, 2019 (Or Until Filled)

General Description

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The Facilities Planning Unit of the Office of Facilities Planning, Construction, and Management (FPCM), is responsible for:

- Managing the development of master plans for each of the 25 CUNY campuses.
- Working with the colleges to develop capital project requests for funding from the State, City, and other sources.
- Partnering with Capital Budget Unit in the preparation of the University's annual Capital Budget Request.
- Performing space needs analyses, project programming, and feasibility studies.
- Coordinating with the Real Estate Transactions Unit on the identification, analysis, and development of space and project opportunities in non-CUNY-owned space.
- Managing and updating the space inventory system and the facilities lifecycle assessment for all CUNY campuses.
- Developing and maintaining CUNY-wide space and planning guidelines.
- Providing database and report development support for all FPCM departments.

Salary commensurate with education, qualifications, and experience.

Other Duties

Responsibilities

Reporting to the Director of Facilities Planning, the Associate Planner is responsible for:

- Assisting in the management and development of campus master plans and other studies, as assigned.
- Supporting assigned campuses with the development and documentation of capital project requests for inclusion in CUNY's annual Capital Budget Request to the State and the City.
- Working closely with FPCM's Department of Design, Construction, and Management to provide project planning, programming, and conceptual design support on capital projects at assigned campuses.
- Participating in the development and maintenance of CUNY-wide space and planning guidelines.

Qualifications

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Minimum Requirements:

- Bachelor's degree in Planning, Architecture, or a related field.
- Three years of professional experience in institutional planning.
- Excellent oral and written communication skills.
- Excellent computer skills, including Word, Excel, and PowerPoint.
- Self-starter with the ability to work independently as well as part of a team.
- Demonstrated ability to organize and prioritize work to meet deadlines.
- Ability to see the "big picture" while paying attention to details.
- Strong interpersonal skills with attention to customer service, diplomacy, and discretion.

Preferred Qualifications:

- Master's degree in Planning, Architecture, or a related field.
- Higher education planning experience.
- Public-sector experience.

- Project management experience.
- Professional license or certification.
- Experience with database and reporting software.