



Job Title	Associate Planner, Real Estate and Planning
PVN ID	VC-2303-005458
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Real Estate and Planning
Status	Full Time
Annual Salary	\$70,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	May 16, 2023 (Or Until Filled)

General Description

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

- Developing and managing planning initiatives 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 providing support, updates, and reports on facilities lifecycle assessment for all CUNY campuses.
- Developing and maintaining CUNY-wide space and planning guidelines.
- Managing, optimizing, and improving space/move request interface.
- Responding to and providing guidance for space and move requests, with a focus on Central Office space
- Analyzing and reporting on utilization and occupancy rates across multiple Central Office Locations
- Ability to tailor data and information into formats presentable to a variety of audiences
- Providing database and report development support for all FPCM departments.

Other Duties

Reporting to the Planning Manager, the Associate Planner is responsible for:

- Assisting in the management and development of planning initiatives and other studies
- Supporting 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.
- Responding to and providing guidance for space and move requests, with a focus on Central Office space
- Self-managing a schedule that involves traveling and working out of multiple Central Office or Campuls locations with ability to be flexiable based on day to day.

Qualifications

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.
- Experience working with floor plans.
- Experience working with AutoCAD or other CAD software, creating or review programming diagrams, schematic, and/or construction drawings.
- Experience preparing and reviewing budgets.