



**DATE ISSUED:** 05/15  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Director, Planning & Design Services

### **JOB SUMMARY**

Performs responsible coordination and oversight of planning and design to the campus built environment. Provides management and oversight of long term planning for sustenance and capital renewal programs. Serves as the liaison between other divisions, schools, etc. Develops and assures adherence to architectural aesthetic controls for all university facilities. Coordinates university standards for interiors with executive management personnel. Updates of the campus master plan, space planning, and all associated reporting requirements. Assures the preparation, correctness and timely submissions to the Board of Regents and the Coordinating Board requirements. Assures that all University consulting services meet a 30 percent goal for HUB participation. All duties and responsibilities are relevant to the Denton, Dallas and Houston campuses. . Work is performed under the supervision of the Associate Vice President for Facilities Management & Construction and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Associate Vice President, Facilities Management & Construction

*Supervises:* Asst. Director, Design Services, Coordinator of Construction Services

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Develops reports and provides presentations to Board of Regents in support of AVP.
- Coordinates procurement, management, and evaluation of professional consultant services for architects and engineers with emphasis on aesthetic control.
- Oversees the design for major and minor construction projects utilizing A/E and JOC resources. Maintains and updates the Master Plan for all campuses.
- Serve as TWU's representative of major capital projects, which includes acting as a resource for students, faculty and staff.

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- Provide assistance and guidance to colleges and departments as they formulate proposals for new and renovated facilities. Develops project scopes and budgets and ensures project is completed per scope and on budget.
- Assists in the development and maintenance of policies, procedures, and design and construction standards to assure conformance with design criteria and compatibility with existing facility/campus features.
- Coordinates and oversees the solicitation of design and planning professional services contracts. Working with Director of Construction recommends Program Managers for projects to AVP for approval.
- Works closely with the Director, Construction Services on all projects. Ensures all documents are received and filed before projects are closed and funds reverted.
- Develops and maintains campus Sustainability programs.
- Maintains TWU Master Plan.
- Serves as advisor to the department for facility related code compliance and regulatory issues.
- Responsible for ensuring all project and building drawings and related specifications are filed and updated to file server and provides as-built drawings for inclusion in facilities inventory.
- Ensures all documents have been received for contractor as per contract before recommending project completion to AVP.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ADDITIONAL DUTIES***

- Assists with and assures the accuracy of data reported, and timely submission of all Board reporting requirements including presentation materials.
- Develops guidelines and maintains aesthetic controls established by the university.
- Document steps taken to assure HUB participation, assure that all vendors do the same.
- Maintains and updates all content for Planning and Design website as well as maintains the SharePoint project status report, which is updated weekly.
- Performs other duties as requested.

### ***EDUCATION***

Bachelor's degree in architecture, engineering or construction management required.

## **EXPERIENCE**

Eight years of mid to upper level management with six or more years of progressively responsible professional experience in planning, contract administration, technical supervision, and construction and/or project management. Demonstrated experience in multi-tasking to include managing major projects/programs in multiple location and cities.

## **LICENSEES/CERTIFICATIONS/REGISTRATION**

Texas Professional Registration preferred.

## **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

## **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Ability to organize and execute small and large projects with excellent results.
- Experience with permitting, code compliance and local, state, and federal regulatory requirements.
- Technical writing skills sufficient to author contracts, specifications, reports, and general office, university or divisional policies and procedures.
- Ability to set measurable goals and provide leadership for department to meet their goals.
- Working knowledge of complex and detailed technical contract language.
- Excellent interpersonal communicative and strong organizational skills.
- Good computer software skills including MS Word, Excel, AutoCAD, etc.
- Advanced knowledge of industrial construction, community development, and relevant statistical and research methods.
- Ability to use a personal computer and other office equipment, including university related software and email.

## **PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

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**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment and/or outdoor.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***