

Prairie View A&M University Position Description

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name Larry
Employee Last Name Raab
Employee UIN 102000758

Position Title

Classification title: Director, Campus Planning & Space Management
Title Code: 9263
Job Category: Staff
FLSA: Exempt
Minimum Salary (Applicant View): 50,821.00
Salary Range: 10

Minimum Education Requirements:

Minimum Experience, Knowledge, Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Required Certification(s)/License(s) -
List name and level of certification
(s)/license(s):

Position Details

Date of Hire:

Job summary/basic function:

Proposed New Title:
Use only if '0000-Unclassified' was selected on previous page. Director, Campus Planning & Space Management

PIN #:
If PIN # does not exist, please type in NEW. 03641

Final Approved Salary:

Job Category: Staff

Pay rate:

College/Division or Department: Business Affairs

Location: Harrington, Science Building, Suite 102

Primary Purpose of Position
 Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences)
 To manage and direct the day to day activities of Campus Planning and Space Management and provide management support to the VP for Business Affairs.

Minimum Education Requirements: Bachelor's Degree in an appropriately related field of study

Area of Study:

Preferred Education Requirements:

Preferred Education Requirements:

Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities? Yes

If yes, please describe: Individual must attend training that will keep him/her abreast of the latest techniques in space management.

Minimum Experience, Knowledge, Skills & Abilities:
 Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Preferred Experience Requirements: 5 years in a similar position in a Texas public institution of higher education.

Required Computer/Software Skills: MS Office Suite

Other Required Skills: AutoCad

Verbal Skills: Excellent

Written Skills: Excellent

Computer Skills: Excellent

Required Certification(s)/License(s):
 (Please list name and level of certification(s)/license(s).)

Department: Business Affairs

Creator: Paula Sandles

Creator's Phone/Extension: 2152

Creator's PVAMU Email: pgsandles@pvamu.edu

Supervisor's Name: Mary Lee Hodge
 Supervisor's Title: Vice President for Business Affairs
 Supervisor's Phone/Extension: 2150
 Supervisor's PVAMU Email: mlhodge@pvamu.edu

Search Committee:

Search Committees are required for all positions of director level or higher, tenure and tenure track faculty positions.

Please list each member of the Search Committee, including the Search Chair. List each member's Professional Area/Department, Gender and Ethnicity.

Faculty Search Committees should consist of a minimum of 5 committee members.

Please list any questions you would like to ask all applicants who apply to this posting:

Minimum screening questions, etc.

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position) Hodge, Mary Lee Sandles, Paula

Please list any other advertising sources you would like to use:

Department Comments:

Job Duties

Percent of Duty Total: **100**

5 Records

% of Time	Responsibility / Duty	Essential Function
50	Make recommendations regarding the efficient and effective use of space on campus.	Essential
20	Serve as representative with various agencies on matters relating to campus planning and facilities.	Essential
10	Provide staff support for the update of the Campus Master Plan.	Essential
10	Other duties as assigned to include property inventory management (see supplement documentation VPBA 07-11).	Essential
10	Handle special projects for the Vice President for Business Affairs.	Essential

Working/Env Conditions

Working Conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Briefly describe examples of the

typical work environment:	Office Environment
Typical Physical Demand:	Position requires light physical activity.
Describe the normal physically demanding activities of the position and the approximate amount of time spent during a working day performing these activities:	Must visit all buildings on and off campus at least once a year for annual space audits and visit all E&G space for monthly vacancy reports. Must walk up stairs and ladders monthly to inspect/gather the required monthly/annual building inventories.
Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.):	Monday-Friday; 8:00am - 5:00pm
Describe any work schedule that the position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required. (All positions may require some evening and weekend hours.)	Any requirement to get the job responsibilities completed
Do the duties described in this questionnaire generally require travel outside the area?	Yes
If yes, please explain the purpose and the frequency of the travel:	Occasional travel to Austin or College Station
List the equipment typically required to operate and carry out the day-to-day duties of this position. Please indicate the amount of time spent during a working day using the equipment:	Computer 4 hrs; telephone 2 hrs; copier/printer 2 hrs
Competencies & Relationships	
Independent Judgment/Problem Solving:	Develops objectives and general policies and procedures for a specific program or functional area of responsibility within general scope of established operational goals and plans. Day-to-day work and decisions do not require direction or review by immediate supervisor. End results are reviewed by supervisor. Strategic issues are referred to supervisor.
Impact of Decisions: Inside Department:	Considerable
For this position, briefly describe examples of typical and key decisions that have impact within the department:	Collection and analyze of data must meet TAMUS & THECB standards or data reported may be in error.
Impact of Decisions: Outside Department:	Major
For this position, briefly describe examples of typical and key decisions that have impact outside the department:	Erroneous space utilization or deferred maintenance data may prohibit the University's ability to seek TRB's for major renovations or new construction.
Impact of Decisions: Outside University	Major
For this position, briefly describe examples of your typical and key decisions that have impact outside the University:	Erroneous space utilization or deferred maintenance data may prohibit the University's ability to seek TRB's for major renovations or new construction.

Leadership/Supervisory

Responsibilities: what is the nature and degree of the direct supervisory responsibility in this position based on actual duties? Director of one department

Click Here for definitions.

List number of students that directly report to this position: 0

List number of employees that directly report to this position: 1

List number of students that indirectly report to this position: 0

List number of employees that indirectly report to this position: 0

If this position supervises others, check the activities listed that are a part of this position's supervisory responsibilities:

Recruits, screens, and interviews candidates
 Conducts performance appraisals
 Recommends salary actions
 Recommends termination of employees
 Recommends candidates for hire
 Assigns tasks or responsibilities to others
 Monitors work performance
 Administers disciplinary action

Personal/Organizational Contacts:

Some contact with others, including students, general public, visitors and University personnel. Purpose of contacts is to provide or obtain explanation or interpretation of information.

If contact with others is a routine function of this position, list and explain the contacts for this position both inside and outside PVAMU. Do not list contacts with supervisors, co-workers, and subordinates within the department.

Meet with 46 senior building coordinators, director of Physical Plant, Comptroller, deans, THECB & TAMUS officials. Must obtain required facilities data, classroom and lab utilization data and space requirements to satisfy annual Coordinating Board and TAMUS reports.

List persons or organizations, purpose, frequency of contacts, and whether the contacts are internal or external to PVAMU.

Customer Service Relationships:

Assesses and diffuses problem situations and requires influencing others to reach consensus. Requires tact and diplomacy to handle difficult customer situations. Requires advanced interpersonal and communication skills to establish and maintain internal and external customer relationships. Explores alternatives and creative solutions to meeting the needs of the customer.

Work Complexity:

Tasks are multiple and diverse with some interrelationship across processes. Work requires the direct application of a variety of procedures, policies and/or precedents.

For this position, describe the nature and variety of the most complex, yet typical, work process or responsibility:

Gather and analyzes all space related data to determine needs and utilization factors. Recommends to senior leadership the most effective and productive use of space or help justify new space via the TRB process to satisfy the University's academic and support needs.

Does this position have responsibility for budget, revenues, and/or expenditures?

Yes

If yes, briefly describe the size of the budget, extent of the signature

Acct# 110309-\$127,623

authority (amount approved in each account and number of accounts), and any involvement in the budget process.

Acct#210309-\$13,492
Extent of signature authority, staff salary and purchasing expenditures

SECURITY SENSITIVE POSITION DETERMINATION

All university positions are classified as security sensitive and are subject to background checks.

FLSA

FAIR LABOR STANDARDS ACT EXEMPTION

For this position, does the employee regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed?

Yes

Is the employee paid at least \$23,660 annually (\$455 weekly)?

Yes

If you answered Yes to both questions above, please (1) check the appropriate category on the right, AND (2) check all boxes applicable for the selected category below.

Executive (examples: chief executive officer, controller, vice president, director)

Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise. Customarily and regularly directs the work of two or more full-time employees or their equivalents (for example, one full-time employee and two half-time employees).

Executive:

Has the authority to hire or fire other employees OR makes recommendations that carry particular weight as to the hiring, firing, advancement, promotion or any other change in status of other employees.

Administrative:

Professional:

Computer-Related:

Outside Sales

The salary basis and salary requirements do not apply for this category. That is, this category does not have the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed, and this category does not have to be paid \$23,660 annually (\$455 weekly).

Highly Compensated Employees

Start Up

No Records Found

Budget Information

Dates of Employment - From: 09/01/2006

Dates of Employment - To: 08/31/2007

Ad Loc. Acct. No.: 110300

Funding Acct. Number(s): 110309

Funding Acct. Title(s): Campus Planning & Space Mgmt.

Employment Type: Regular F/T

Project Number:
(For grant funded positions only) N/A

If Employment Type above is Grant-Funded, what is the duration in years of this position? N/A

Number of hours worked per week: 40

Type of Position: A&P

For new Faculty Positions, please indicate the one-time start-up costs to include recruitment, space, lab equipment, office equipment, etc.:

For new Faculty Positions, please indicate recurring costs if any such as travel, journals, etc.:

Percent Effort by Employee: 100

Budget Comments:
(For Budget/OSP Office Only) 3/06/2008-Budgeted position.

Work Load

No Records Found

Approvals:

Date

Employee Signature

**Human Resources
Department:**

<i>Date</i>	<i>Human Resources Representative</i>	<i>Title</i>
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