

DIRECTOR OF CAPITAL PLANNING/DEVELOPMENT *

Function of Job:

Under administrative direction from designated administrator, to manage and oversee USNH facilities capital planning/development program, including: maintaining a space inventory system; preparing analysis and documentation in support of capital budget requests; selection of consultants; facilitating campus master planning; guiding development of program needs; assuring conformance of contract documents to program; and selective monitoring of bidding, contract award, construction and budget control

Characteristic Duties and Responsibilities:

1. Be responsible for capital planning for USNH facilities, including:
 - a. Initiating and overseeing the maintenance of an inventory system of all USNH campus assignable and non-assignable spaces.
 - b. Establishing and overseeing the maintenance of a system to provide space usage information as a basis for determining relative efficiencies and alternatives in space allocation/addition.
 - c. Establishing criteria procedures and coordinating preparation of biennial capital budget requirements.
 - d. Overseeing campus master planning and assuring conformity of biennial project requests to that planning.
2. Be responsible for related project management, including:
 - a. Reviewing and endorsing contracts for architectural/engineering services based on campus recommendations.
 - b. Overseeing campus administration of architects' contract documents, assuring that requirements and intent of "user" space programs are met.
 - c. Overseeing construction contract administration by USNH campuses, including close-out activities.
3. Prepare by-monthly capital budget project report for submittal to the state capital budget overview committee.
4. Be responsible for hiring, supervision, evaluation, training and work assignments of all staff members as assigned.
5. Assure that record files are maintained properly, including accounting records of all completed projects for future reference.
6. Facilitate proper bidding, bid negotiations, award and execution of construction contracts, and provide System-level review prior to authorized approvals.
7. Supervise selected architectural and construction contract payment operations, including periodic payments, change orders, budgetary control.
8. Develop and maintain functional liaison relationships with each USNH campus.
9. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in Architecture, Architectural Engineering, Civil Engineering or related field and ten years of related experience in facilities management **or** equivalent combination of education and experience.
2. Knowledge of computer application/usage as related to space utilization systems project management and facilities planning.
3. Supervisory ability.
4. Communication skills with ability to interface favorably with campus community, trustees and legislators.

Additional Desirable Qualifications:

1. Master's degree
2. Registration in Architecture or Engineering.

9/22/88

System Approval

9/22/88

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 7/9/76 as "Director of Physical Plant Development" and revised 6/8/83 as "Director of Physical Plant Development and Utilization."