

**Senior Manager, Planning Project
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=241749>

Downloaded On: Jul. 27, 2024 12:31pm

Posted Jul. 21, 2024, set to expire Nov. 29, 2024

Job Title Senior Manager, Planning Project
Department Administrative
Institution Austin Community College
Austin, Texas

Date Posted Jul. 21, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Engineering
Administration - Other

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Job Description

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Senior Manager, Planning Project

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Senior Manager, Planning Project

Job Description Summary:

Provide planning expertise in order to lead and/or support master, program, and project planning efforts. Provide input on the planning strategies, designs, and standards that impact all scales of campus projects. The Planning Project Manager is a professional team leader with 5+ years of professional experience in the planning field, preferably with experience as an owner's representative in an institutional setting. He or she is actively working towards growing as an organizational and client leader.

Job Description:

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

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- Responsible for directing and managing project planning and feasibility studies to develop capital projects by establishing project scope, schedule, budget for concurrent multiple projects. Support plans with input on the technical, financial, operational, and aesthetic impact of projects.
- Lead client facing initiatives in the programming and conceptual design phases of projects.
- Interprets and applies planning standards, principles, policies and procedures, practices, codes, federal, state and local applicable laws, codes, rules, regulations.
- Researches, collects and analyzes data; identifies critical issues; develops and applies assessment and prioritization criteria. Proposes actions/strategies.
- Prepares written reports, memorandums and presentation materials.
- Delivers oral presentations to internal and external audiences. Requires development of text, tables, spreadsheets, graphics, maps, databases and other aids necessary for effective communication.
- Manages planning projects by coordinating intra and inter-departmental teams.
- Monitors relevant issues and events related to community development and regional planning.
- Coordinate with other ACC departments on project needs/requirements to develop holistically planned projects.
- Manage integration of campus goals into District Wide and Campus specific Master Plan development.
- Schedule and forecast multiple complex projects or a program of projects for maximum project execution.
- Actively seek new knowledge in the design and planning of education spaces for learning/teaching and providing student services
- Conduct learning sessions for ACC staff to broaden staff knowledge in area of expertise
- Other related functions as assigned
- Stays current with building codes, building materials and methods, and College design guidelines and construction standards.
- May serve on committees and task forces.
- May represent department at College events.

Knowledge

- Planning, architecture, engineering, and construction management.
- Project planning and management principles.
- Budget and schedule preparation.
- Regulations regarding accessibility and hazardous materials found in buildings.
- Laws and ordinances regulating design, construction, and operation.

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Skills

- Maintaining an established work schedule, with occasional nights and weekends.
- Maintaining confidentiality of work-related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Understanding of real estate property documents.
- Making presentations related to projects.
- Collaborating with others to reach mutually beneficial goals and objectives.
- Negotiating, evaluating and administering contracts.
- Establishing and maintaining effective working relationships.

Technology Skills

- Use a variety of spreadsheet, word processing, database, presentation, facility management, task management, budget reporting, and project management software.

Required Work Experience

- Five years related work experience providing project and/or program planning for capital projects.

Required Education

- Bachelor's degree in Planning, Architecture, or Engineering.

Preferred Work Experience

- Eight years related work experience providing project and/or program planning for capital projects.

Preferred Education

- Master's degree in Planning, Architecture, or Engineering.
- Project Management certification such as PMP, CEFP, CCM, or similar.

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Physical Requirements

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.
- Travel to various campus sites is required.
- Some physical exertion may be required to navigate a job site (e.g. climbing ladders, negotiating uneven terrain, etc.)

Safety

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$85,239 - \$106,548

Number of Openings:

1

Job Posting Close Date:

July 31, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and

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responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Service-Center/Senior-Manager---Planning-Project_R-6340

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Administrative
Austin Community College

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