UNIVERSITY OF SOUTHERN CALIFORNIA

Executive Director, Land Use and Planning

Job Code: 123235

Grade: M
OT Eligible: No
Comp Approval: 1/15/2015

JOB SUMMARY:
Oversees short and long-term strategic planning for the development of the physical campuses of the university, including implementation of master plans for both University Park Campus and the Health Sciences Campus. Has sole responsibility for overseeing and supervising one division within Real Estate and Asset Management department: housing and neighborhood homeownership program. Has joint responsibility with the Associate Senior Vice President for overseeing and supervising one division within Real Estate and Asset Management department: leasing. Oversees and directs the environmental clearance, entitlements and planning process for specific projects at Health Sciences Campus, including academic buildings, clinical buildings, research buildings and amenities such as hotel and student housing. Provides support development efforts at University Park Campus, including oversight and assistance in the environmental clearance, entitlements and planning process for academic buildings, research buildings, and the university village development.

JOB ACCOUNTABILITIES:

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Has responsibility for overseeing and directing the short and long-term strategic planning for the development of the physical campuses of the university, including implementation of master plans for both University Park Campus and the Health Sciences Campus. Directs processes including financial framework, marketing plan, overall site development plan, etc. Addresses best use of community’s land and resources for institutional purposes. Formulates plans relating to construction of new buildings and other kinds of infrastructure.

Oversees and supervises two divisions within the Real Estate and Asset Management department. Shares oversight and supervisory duties of leasing division with Associate Senior Vice President.

Oversees and directs environmental clearance, entitlements and planning process for specific projects at Health Sciences Campus, including academic buildings, clinical buildings, research buildings and amenities such as hotel and student housing.

Provides support development efforts at University Park Campus, including oversight and assistance in the environmental clearance, entitlements and planning process for academic buildings, research buildings, and the university village development.

Formulates operational objectives and provides strategic direction for staff personnel. Researches and identifies trends and needs and assists with establishing program and/or department direction accordingly. Assesses quality of operations and modifies goals, objectives and activities to achieve optimal performance and services.

Oversees the delivery of specific projects, programs and activities to targeted clients. Sets and communicates project/program/activities priorities and performance standards and assesses operations using these criteria.
Directly manages assigned program staff. Determines and delegates assignments to staff. Determines organizational structure, reporting relationships and short and long-range staffing needs based on department goals. Reviews and approves hiring and salary actions to ensure compliance with policy. Oversees performance appraisal process for staff and remains informed of any disciplinary actions required.

Provides high-level expertise and comprehensive technical direction and knowledge to staff in the resolution of complex problems and technical issues requiring innovation and creativity.

Develops and manages department and/or project budgets. Reviews changes requested by staff and project stakeholders and provides recommendations regarding budget, time, and scope implications. Makes major budgetary allocation decisions. Provides forecasts and financial status reports as needed. Negotiates and oversees subcontracted services as necessary.

Develops departmental operating and administrative policies, procedures and practices. Directs the dissemination, interpretation and application of policies and procedures and grants exceptions.

Works with senior management in shaping scope and timing of projects. Conducts research and analysis relative to project, financing and development models and other factors that guide decision making process. Prepares reports and recommendations for senior management.

Works closely with university Architect to develop site plans that will allow for long-term development of physical campuses of university. Works with Capital Construction development staff to develop cost models for both infrastructure and building development costs.

Makes presentations to university groups, local civic and government organizations and community groups over the course of development projects to explain and/or defend proposals.

Works with land developers, civic leaders, and public officials and may function as mediator in community disputes, representing alternatives that are acceptable to opposing parties, as needed.

Provides overall legal support to the university in the areas of land use, real estate, construction and general business issues.

Represents real estate and asset management department as an authority in the area of land use and planning. Responds to requests for information, advice or assistance from colleagues, professional or industry associations, etc.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor’s degree

**Minimum Experience:**

7 years

**Minimum Field of Expertise:**

Experience in land use and planning, including extensive experience in working with or for government planning and building departments. Proven experience coordinating work on multiple projects under tight time constraints. Proven leadership ability with strong communication skills. Self-directed team player capable of multi-tasking. Detail oriented.

**Preferred Education:**

J.D.

Master’s degree

**Preferred Experience:**

10 years

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Coaching
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Consulting
- Counseling
- Customer service
- Human resource process and employment knowledge
- Interpersonal skills
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Leadership
- Managerial skills
- Negotiation
Networking
Organization
Problem identification and resolution
Project management
Research
Scheduling
Staff development
Statistical analysis
Teaching/training

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
Supervises employees and/or student workers.

Supervises: Nature of Work:
Administrative
Managerial
Professional/Paraprofessional

SIGNATURES:
Employee: _______________________________ Date:_____________________________
Supervisor: ______________________________ Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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