

HUMBOLDT STATE UNIVERSITY



Designer (Internal)

Facilities Management Job #19-73

Close Date: Thursday, December 16, 2021

(Job #19-73) Administrative Analyst/Specialist II, Designer, \$4,693-8,489/month. Appointments are typically made at the beginning of the salary range. This is a temporary, full-time, benefited, exempt, 12-month pay plan position in Facilities Management. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>. Please note that this is an internal recruitment open only to active, stateside, staff Humboldt State University Employees.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: Under general supervision of the Director of Planning, Design, & Construction and in collaboration with colleagues across the campus, the incumbent is responsible for design and drafting duties as assigned and under the guidance and supervision of a licensed architect. Specifically, the incumbent will be responsible for planning, designing, developing construction documents, and coordinating the successful implementation of assigned projects; provision of services required to deliver the University's planning, design, and construction functions; and coordinating efforts involved with ensuring University and facility information is accurate and up to date.

Duties:

- Provides Services Required to Successfully Implement Minor Capital Projects including Repair, Maintenance and Alteration Projects
- Leverages drafting skills to produce construction drawings and other documents in the support of assigned projects through all phases of design.
- Produces and/or coordinates the efforts of consultants in the production of programming documents, design documents and existing building condition reports for projects as assigned.

- Develops and presents design and construction schedules in association with assigned projects. Coordinates schedules and communication with campus clients and Construction Administrator to ensure projects are delivered on schedule and within budget.
- Assists with development of RFP/RFQ documents and coordinates the procurement effort associated with professional design and engineering services and contracts in support of campus projects.
- Produces and/or coordinates the efforts of design consultants in production of schematic drawings for assigned projects in order to effectively communicate design elements to Facilities Management staff and project stakeholders.
- Supports and/or coordinates efforts to facilitate design meetings including but not limited to taking meeting minutes, preparing presentation materials, coordinating meeting schedules and presenting information or leading meetings as assigned.
- Supports Facilities Management in the specification and ordering of approved campus standard furnishings and equipment.
- As assigned, develops space solutions to increase space efficiency and satisfy user needs by leveraging CSU/Campus design standards, California Building Code and innovative approaches to re-arrangement and/or renovation.
- In coordination with the Director of Planning, Design & Construction and Facilities Management Staff, implements and coordinates design review for assigned projects including coordination with campus consultants where requested. Also leads efforts to consistently implement assigned project start up and close out procedures so as to ensure all work is completed properly.
- This position may oversee others in support of the duties described.
- Coordinates Efforts to Ensure University Facility Information Remains Up-to-Date & Accurate & Provides Services Required to Implement the University's Planning & Design Functions

Minimum Qualifications: General knowledge and skills in drafting, planning, and design with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree – OR – through a combination of education and work experience which provides the knowledge, skills, and abilities required for this position – primarily the ability to provide program leadership of a strategic nature through planning activities, and the analysis, development, and evaluation of highly complex programs.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of and ability to apply extensive planning and design expertise to a complex construction program.
- Demonstrated ability to independently research, interpret, develop, communicate and implement regulations, codes, policies, procedures, guidelines and precedents regarding facilities information and project management.
- Demonstrated expertise in and advanced knowledge of the principles, problems, and methods of public and business administration and operational and fiscal management.
- Expertise in administrative survey techniques, operations and systems analysis, statistical and research methods, and the ability to interpret and evaluate results to develop sound conclusions and recommend new or revised policies.
- Demonstrated ability to collaboratively work with representatives within the campus and public/private entities and handle potentially sensitive situations appropriately. To include demonstrated consultative skills in working with internal and external constituent groups.

- Ability to effectively use AutoCAD to perform planning and design functions. Familiarity with and ability to become power user of GIS software to perform planning and design functions.
- Experience building and sustaining collaborative working relationships with a variety of individuals from diverse backgrounds.
- An understanding of the dynamics of diversity in higher education and a demonstrated ability to incorporate this understanding, as appropriate, in all levels of your work.

Preferred Qualifications:

- Bachelor's degree in architecture, planning, design, business and/or equivalent training and administrative work experience involving planning, designing, drafting and coordinating projects.
- Two years of progressively responsible work experience involving planning, designing, drafting and coordinating projects.
- Thorough knowledge of the California Building Code.
- General knowledge of physical planning as pertaining to a University campus.
- Thorough knowledge of project management practices as related to managing the design effort and construction administration effort associated with facility projects.

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/99860>

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Thursday, December 16, 2021.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU's Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi'ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

Class Code: 1038

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See more photos at [Humboldt State University's Flickr page](#).