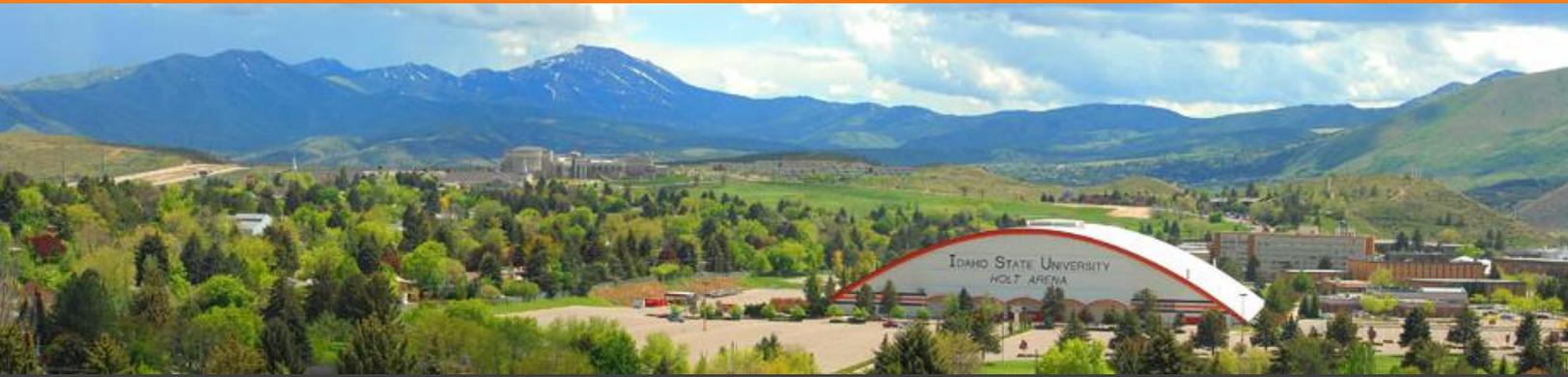


Idaho State University  
Pocatello, Idaho

Position Specification  
Facilities Planner (Space Planner)  
August 2015

Prepared by:  
Summit Search Solutions, Inc.



**Idaho State**  

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**UNIVERSITY**

[www.isu.edu](http://www.isu.edu)

## THE INSTITUTION

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**Idaho State University (ISU)** combines exceptional academics amidst the grand natural beauty of the West. ISU faculty and students are leading the way in cutting-edge research and innovative solutions in the areas of energy, health professions, nuclear research, teaching, humanities, engineering, performing and visual arts, technology, biological sciences pharmacy and business. ISU is the state's designated lead institution in health professions and medical education.

Idaho State University, a Carnegie-classified doctoral research high and teaching institution founded in 1901, serves a diverse population by attracting students from around the world to its Idaho campuses. At the main campus in Pocatello, and at locations in Meridian, Idaho Falls and Twin Falls, ISU offers access to high-quality education in more than 280 programs. Almost 14,500 students attend ISU, receiving education and training in those programs. To read more, visit: [www.isu.edu](http://www.isu.edu)

**Location:** Pocatello, Idaho

## THE OPPORTUNITY

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The Facilities Planner will report to the Director of Engineering, Planning, and Environmental as part of Facilities Services which maintains 88 buildings on three campuses with over four million square feet of space. This role is responsible for managing and implementing the entire space planning function for all interior space at the ISU Pocatello, Idaho Falls and Meridian campuses by independently identifying, analyzing, planning and coordinating complex space allocations. He/she will manage the Project and Space Request process (PSR), provide reports and will work with the campus community to devise plans for the efficient use of space on campus to enhance ISU's mission and goals. He/she will indirectly supervise student workers and architectural drafters to aid in data input, architectural building updates, and Computer Aided Facility Management software system updates and reporting.

### **Key Responsibilities:**

Facilities Planning and Space Management (70%)

- Develop, establish and control the methods, procedures, and systems to increase overall effectiveness of space utilization and management.
- Assist in planning, enforcing and implementing ISU space guidelines, remodels and department moves.
- Prepare complex and technical statistical analyses, reports and surveys related to space.
- Facilitate the process of space requests and space assignments. Responsible for Computer Aided Facility Management software system updates, and reports. Current program used at ISU is ARCHIBUS.

## Project Management (25%)

- Manages the Project and Space Request system (PSR), directing work teams, being a representative of the client, consulting with agencies, departments, auxiliary facilities and/or non-ISU groups that are impacted or involved.

## Facilities Senior Leadership Team (5%)

- As a member of the senior leadership team, provide tactical advice on all matters regarding space allocation, including methods, procedures and systems for effective space utilization. Represent the Director of Engineering, Planning, and Environmental on matters related to space management.

**Qualifications:**

- Bachelor's degree and demonstrated experience performing facilities planning work required; experience in space planning and management for an institution of similar size and complexity preferred.
- Experience in using the ARCHIBUS data base and AutoCAD programs preferred.
- Experience recommending space planning initiatives and managing a space data base and reporting preferred.
- Knowledge of best practices in space management.
- Advanced communication skills, both oral and written, including the ability to communicate in a meaningful and succinct manner.
- Customer service skills and ability to determine what is valued by a customer.
- Strategic thinking skills and able to build on other people's ideas to innovate and think of different solutions and approaches.
- Analytical skills to create, interpret, and recommend planning options.
- Ability to determine the best way to exchange thoughts and ideas and make presentations.
- Able to accept input from multiple sources and in varying formats, and generate standard plans to solve space issues.
- Self-motivated, and able to multi-task to effectively organize responsibilities to achieve goals and objectives.
- Computer skills in Microsoft Office products, familiarity with AutoCAD and computer aided facility management software database use, and reporting. Ability to compile, analyze and create computer models of data.
- Read and understand architectural drawings and building plans, and knowledge of space management guidelines.

## PROCEDURE FOR CANDIDACY

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Confidential review of applications will begin immediately and continue until the position is filled.

Please submit resume and cover letter upon application. Click the following to apply. [Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=5926025&portalID=5652>

### For nominations or further information:

**Stephanie Fowler**

Senior Consultant

Summit Search Solutions, Inc.

Direct: 530-677-9945

[sfowler@summitsearchsolutions.com](mailto:sfowler@summitsearchsolutions.com)

**Carrie Coward**

President

Summit Search Solutions, Inc.

Direct: 828-669-3850

[ccoward@summitsearchsolutions.com](mailto:ccoward@summitsearchsolutions.com)

*Idaho State University values individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, racial and ethnic origins. ISU believes that promoting diversity and a respectful work and learning environment is a key component to preparing students for success in a global economy. ISU strongly encourages applications from candidates who share these values.*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Summit employs passionate search professionals who know and believe in the organizations and talent they represent and are committed to placing the right candidate in the right job. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado, and California. Summit brings precision, process, and passion to its work.



## **POCATELLO AND SOUTHEAST, IDAHO**

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Southeast Idaho is centrally located between Salt Lake City Utah and the popular vacation destinations of Yellowstone National Park, Grand Teton National Park and Jackson Wyoming. Southeast Idaho is often thought of as the outdoor lover's paradise as it has something for everyone. The hills and the spectacular northern Rockies around Pocatello Idaho are covered with mountain bike trails as well as a wealth of outdoor activities such as camping, fishing, hiking, hunting, skiing, boating etc.

*Interesting facts about Pocatello and Idaho: (information taken from <http://www.visitidaho.org/moving-to-idaho/> and <http://www.pocatelloidaho.com/pages/LifeinPocatello/>)*

- The city of Pocatello is located in southeast Idaho and nestled at 4,448 feet in the western foothills of the Rocky Mountains along the Oregon Trail.
- Pocatello has an unusually desirable four-season climate where clear, sunny and dry is the norm.
- Residents of Pocatello enjoy the city's 32 parks, a Museum of Natural History, the Fort Hall Replica, Golf Courses, Swimming Complex, Bike & Hiking Trails, Pocatello Junction, Skate Park, and the Pocatello Zoo.
- Bannock County has a population of 82,539 and the county seat is located in Pocatello which is populated by 54,255 residents.
- Based on average housing costs, utilities, health care, transportation, groceries and other services, Idaho's cost of living is the second lowest of the 11 western states.
- Idaho has a strong and diversified economy. Manufacturing and agriculture remain top industries while high-tech, tourism, retail, healthcare, business and information services are growth sectors.
- According to FBI statistics, Idaho's crime rate is the lowest in the West. The rate of serious crime is 21.3 percent less than the national average.
- Idaho has more river miles than any other state, 3,100 miles.

*For additional information on Pocatello and Southeast Idaho, please visit:*

City of Pocatello Idaho, <http://www.pocatello.us/>  
Idaho State Journal (local news), <http://www.idahostatejournal.com/>  
Visit Pocatello.com, <http://www.visitpocatello.com/>  
Greater Pocatello Chamber of Commerce, <http://www.pocatelloidaho.com/>  
History of Pocatello, <http://www.youtube.com/watch?v=EZayOwErfTg>  
Idaho Adventures in Living, <http://www.visitidaho.org/regions/southeastern/>  
Bannock County, <http://www.co.bannock.id.us/index.htm>

