**Title:** Director, Space Management

**Pay Scale Group:** 20

**Essential Function**

Under general supervision from a designated administrator, direct the daily operations of the Office of Space Management, which includes all fiscal and managerial activities.

**Characteristic Duties**

- Direct the daily operations of the Office of Space Management, ensuring a high-level of service is provided (i.e., deadlines are met, accuracy and completeness of data, etc.).

- Coordinate construction project and proposed relocation plans with appropriate university departments.

- Manage and monitor operating budget.

- Develop and implement space policies and procedures.

- Maintain the Space Management Systems; add new buildings and renovation projects.

- Implement and manage campus wide Geographic Information System (GIS).

- Supervise the University Architect’s plan room.

- Monitor, update, and create data reporting or submission to appropriate federal, state, local agencies and other individuals; provide analysis and recommendations.

- Serve as liaison between federal, state, local, and other internal and external agencies.

- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

**Minimum Qualifications**

- Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) years experience; -OR- eleven (11) years experience. Degree must be in Architecture, Engineering, or related field with experience in CAD/space database system and data collection methods/systems. Experience must include at least three (3) years supervision.

*Last updated: August 2009*