Title: Senior Space Management Analyst

Pay Scale Group: 17

Classification Specification for Unclassified Service

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Essential Function

Under general supervision from a designated administrator, will plan, implement, and monitor space management and institutional activities for the University. Analyze space management requirements for the University and prepare reports. Manage the University’s CAD and assist in managing the space management system.

Characteristic Duties

- Organize, evaluate and select information to assist in making decisions for institutional planning.
- Monitor and update University space data.
- Coordinate with University departments in gathering and reporting and resolving issues.
- Assist in the design, implementation and modification of a moderately complex computer system.
- Develop policies and procedures to ensure the maintenance and reproduction of current and future drawings.
- Troubleshoot technical problems; prepare reports and analyze quantitative and qualitative interpretation of data.
- Conduct space surveys.
- Create, verify and update CAD drawings.
- Assist in the development and implementation of new space management GIS (Geographic Information System).
- Chair and maintain the PDC website self-directed work team and provide technical expertise to PDC staff as well as other internal and external clients.
- May 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.
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Minimum Qualifications

- Bachelor’s degree with three (3) years experience; OR- Associate’s degree with five (5) years experience; OR- seven (7) years experience. Degree must be in Architecture or Engineering. Experience using AutoCAD is required. Experience may also require at least three (3) years supervision.