
Auburn University Job Description

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|--------------|------------------------------|-------------|---------------------|
| Job Title: | Mgr, Space Management | Job Family: | No Family |
| Job Code: | NC47 | Grade 36: | \$59,700 - \$99,600 |
| FLSA status: | Exempt | | |

Job Summary

Responsible for ensuring that campus space is used in an efficient manner and that allocation and reallocation of space assignments is in support of overall university campus planning objectives.

Essential Functions

1. Conducts analyses, prepares reports, and makes recommendations regarding the efficient use, allocation, and reallocation of space assignments.
2. Utilizes computer systems for the benefit of Auburn University and creates and implements a continuous improvement and rollout strategy for future functional enhancements.
3. Coordinates with other departments and campus constituencies to update and maintain the CP & SM space management system for space use, cost recovery, and faculty characteristics.
4. Develops, originates, maintains, and disseminates University wide space management policies, guidelines and standards relating to the allocation and reallocation of space.
5. Serves as a change agent in the implementation of new processes and procedures as they relate to space management, including appropriate planning and communication with campus constituents.
6. Assists the University Planner in identification of problems, trends, or future space needs and makes recommendations.
7. Plans, manages, and executes a wide variety of relocation projects, taking into account stakeholder needs, equipment, office supplies, and other requirements.
8. May oversee consultants or other resources in the performance of space audits to validate space data.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|--------------------------|---|
| Education | Four-year college degree | Degree in Building Science, Engineering, or related field |
| Experience (yrs.) | 5 | Experience in the principles of building designs |

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of space management and utilization strategies.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/5/2012
