
Auburn University Job Description

Job Title:	Space Planner	Level I	Grade 33 \$39,300 - \$65,500
Job Code:	NC57	Level II	Grade 34 \$45,100 - \$75,100
FLSA status:	Exempt	Level III	Grade 36 \$59,700 - \$99,600

Job Summary

Responsible for strategic planning and analytics of physical space in support of space management enterprise-wide to include the development and maintenance of a new Space Management System.

Essential Functions

1. Manages the validation of space allocation process using the appropriate guidelines.
2. Conducts analyses, efficiency studies, and strategic planning initiatives for determining actual facilities, land use and space characteristics and need.
3. Develops space utilization recommendations and solutions to unique project planning, engineering and administrative problems as needed.
4. Manages, maintains and updates a computerized asset management system and databases to facilitate and expedite the usability, accuracy, integrity and availability of data for campus planning and space utilization purposes.
5. Coordinates the development of space inventory data; manages information to analyze current space and campus planning and makes recommendations to integrate into master plan, strategic plan and facilities planning issues.
6. Responds to various requests for reports and documentation concerning the functional use of facilities and space to assist University in short and long range planning.
7. Collects space data including on and off campus building floor information and departmental room assignments in order to update the space inventory database. Conducts impact or space utilization studies for campus clients.
8. Establishes and implements methods, systems, and procedures to systematically collect, update, and measure data integrity related to project planning, design, and construction of facilities.
9. Manages data and planning documents including campus space guidelines/standards, campus maps, and correspondence as well as assists with the review of construction documents prepared by others.
10. Prepares plans for Master Plan of physical facilities which identify major land uses, building sites, location of utilities, flood control, parking and transportation, open and recreational spaces, community and residential impact.
11. Keeps abreast of technological developments, which are related to the development or modification of computerized systems; reviews, evaluates, and recommends support tools, software and related technology.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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

Auburn University Job Description

knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



Auburn University Job Description

Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

Auburn University Job Description

Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Architecture, Urban Planning, Interior Design or related field.

Focus of Experience

Experience providing professional space management services that guide the physical development of a university, institution or similar organization, experience assisting in strategic development and improvements of buildings and space, to support an organization's mission.

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 Geographic Information System (GIS) and Computer-aided Design (CAD), principles, practices, and methods of Space Management, building codes, and related state and federal regulations.

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

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

Auburn University Job Description

Date: 6/16/2015

