AUBURN
Human Resources

Mgr, Space Management

Job Description

JOB INFORMATION

Job Code	NC47
Job Description Title	Mgr, Space Management
Pay Grade	FM17
Range Minimum	$65,730
33rd %	$83,260
Range Midpoint	$92,020
67th %	$100,790
Range Maximum	$118,310
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/5/2012

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Project Support & Data Management

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.

RESPONSIBILITIES

- Conducts analyses, prepares reports, and makes recommendations regarding the efficient use, allocation, and reallocation of space assignments.
- Utilizes computer systems for the benefit of Auburn University and creates and implements a continuous improvement and rollout strategy for future functional enhancements.
- 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.
- Develops, originates, maintains, and disseminates University wide space management policies, guidelines and standards relating to the allocation and reallocation of space.
- 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.
- Assists the University Planner in identification of problems, trends, or future space needs and makes recommendations.
- Plans, manages, and executes a wide variety of relocation projects, taking into account stakeholder needs, equipment, office supplies, and other requirements.
- May oversee consultants or other resources in the performance of space audits to validate space data.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Building Science, Engineering, or related field	and	5 years of	Experience in the principles of building designs	

Substitutions Allowed for Experience	Yes
Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of space management and utilization strategies.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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