

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MANAGER, SPACE ALLOCATION

Reports To: Designated Supervisor

UW Job Code: 3921

UW Job Family: 31 - Administration

SOC Code: 11-3012

FLSA: Exempt

Pay Grade: 23

Date: 12-1-98 (revised 7-1-02; 7-19-02; 7-1-04; 7-1-06; 6-1-08)

JOB PURPOSE:

Manage the daily operational and personnel functions of assigned unit; interpret and apply University, state, and federal regulations, policies and procedures; compile and analyze data; maintain an interactive database and building documentation; prepare reports and presentations; develop short and long-range plans; function as coach and partner with all University divisional and unit managers; and serve as Executive Secretary of the Space Allocation Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage all aspects including personnel and daily business operations of the University's space management and inventory including data gathering, organization, reporting, and strategic planning.
- Develop short and long-range plans.
- Interpret University, state and federal regulations, policies, and procedures.
- Maintain accurate, current, and comprehensive web-accessible relational database for the University space inventory, including related building plans and space attributes by annually auditing a designated portion of the University space.
- Develop, analyze, and report on space needs, assignments, and usage to support the efficient and effective development and use of University space.
- Establish and maintain space allocation guidelines.
- Establish and maintain customer/client relationships.
- Conduct analyses of campus space needs, assignments and utilization in support of institutional planning.
- Lead and facilitate the relocation and/or renovation of facilities for University units with new or reallocated space.
- Train unit and University personnel in the use of the web database and space classification system necessary to utilize and maintain the database.

- Provide analysis of campus research space use for federal indirect cost recovery reporting.
- Serve as the Executive Secretary of the University Space Allocation Committee and/or Chair at the request of the Vice President for Administration for space allocation, space allocation policy and guidelines, space categorization using industry standards, and space reporting.
- Read and interpret building design and construction documents.

SUPPLEMENTAL FUNCTIONS:

- Prepare presentations; may assist with presentations, as directed by supervisor.
- Stay current with higher education methods of space allocation and/or computer supportive software/systems.
- May assist Director and/or Associate Director of Facilities Planning with budget planning and development for Space Allocation needs.
- Assist supervisor or other staff, as assigned.

COMPETENCIES:

- Strategic Planning
- Consistency
- Technical/Professional Knowledge
- Integrity
- Quality Orientation
- Independence

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Architectural Engineering, Interior Design, Facilities Management, Business Administration, Educational Administration, or a related field**

Experience: **3 years work-related experience**

Required licensure, certification, registration, or other requirements: **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Current University regulations and applicable state, federal, and local regulations.
- Personal computers and word processing, database, and spreadsheet software.
- Report preparation, including web-based reports that serve the University community.
- Staff training, development and performance management.
- Customer training, development and evaluation.
- Space allocation initiatives, procedures and leading reallocation and relocation of personnel, equipment and facilities.
- Space inventory classification in accordance with the U.S. Department of Education's Post-Secondary Education Facilities Inventory and Classification.
- Higher education space management principles and practices.
- Data collection, interpretation, and analysis.

- Organizational structure, workflow, and operating procedures.
- Basic, routine, and advanced database systems, procedures, and controls.
- Basic, routine, advanced customer relations/service standards, procedures, and development.
- Project and time management principles, practices, techniques, and tools.
- Reading and interpretation of building design and construction documents.

Skills and Abilities to:

- Solve, analyze and develop creative solutions to complex problems.
- Supervise and train staff, including prioritizing, and scheduling work assignments.
- Work and communicate effectively, both orally and in writing, with a wide range of constituencies in a diverse community.
- Manage an annual review of a designated portion of University space.
- Assess unit space needs with evaluation/justification processes.
- Develop basic, routine and advanced record keeping maintaining accurate and detailed records of facilities (building floor plans and equipment) and inventories of space.
- Manage, monitor, and plan budgets.
- Interpret and classify space based on U.S. Department of Education's Post-Secondary Education Facilities Inventory and Classification.
- Develop and present basic, routine educational programs, orientations and/or workshops.
- Provide consultation on a wide array of space allocation-related topics.
- Read building design and construction documents.
- Maintain standards for assigning building room numbers.
- Develop and maintain space allocation guidelines.

WORKING CONDITIONS:

Standard office environment; frequently exposed to chemical, mechanical, and/or electrical hazards and temperature changes when performing physical inspections of various locations/facilities.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.