

SPACE ADMINISTRATOR SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
0048	Space Administrator I	04	173	6 mo.	08/30/89
0049	Space Administrator II	04	173	6 mo.	09/30/87
0050	Space Administrator III	03	173	6 mo.	09/30/87

Promotional Line: 7

Series Narrative

Employees in this series perform duties involved in the planning, assignment, and scheduling of the use of space in university-controlled facilities.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Space Administrator I **0048**

Employees at this level gather, organize, and/or analyze statistical information required for the effective assignment and scheduling of university-controlled space. They work under direct supervision of a designated supervisor.

A Space Administrator I typically –

1. maintains a campus space assignment inventory of university-controlled facilities
2. compiles data related to the assignment and reservation of university space for regularly scheduled instruction and meetings and for student, faculty, and nonacademic functions (such as recreational activities, conferences, meetings, programs, seminars, workshops, and similar events)
3. collects and organizes statistical data for reports concerning such items as space devoted to various educational activities and changes in the use of assigned space
4. supervises space arrangement and related services for nonacademic functions, as required
5. maintains calendar of events for periodic nonacademic functions utilizing space in the university
6. performs other related duties as assigned

Level II: Space Administrator II **0049**

Employees at this level obtain, analyze, and/or coordinate statistical and technical information required for the effective planning and utilization of university-controlled space. They work under general supervision of a designated supervisor.

A Space Administrator II typically –

1. directs the collection of data related to the assignment and reservation of university space for regularly scheduled instruction and meetings and for student, faculty, and nonacademic recreational activities, conferences, meetings, seminars, workshops, and similar events, with responsibility for selection of procedures and techniques to be used and the evaluation of data collected
2. prepares analytical reports concerning remodeling requests, space assignments, space reassignments, and space planning
3. assists in the compilation of university class schedule listings
4. gathers data for and assists in the preparations of plans or programs for the design or apportionment of new space
5. directs the maintenance of campus space inventory, with responsibility for establishing inventory procedures and evaluating effectiveness of inventory maintenance
6. exercises general and/or direct supervision over technical and/or clerical personnel engaged in the assignment and scheduling of university-controlled space
7. performs other related duties as assigned

Level III: Space Administrator III

0050

Employees at this level assist in the direction of a space utilization and programming office. They work under administrative supervision of the principal space director.

A Space Administrator III typically –

1. is responsible to the principal space director for the assignment and reservation of university space for regularly scheduled instruction and meetings and for student, faculty, and nonacademic recreational activities, conferences, meetings, programs, seminars, workshops, and similar events
2. is responsible to the principal space director for the operation of the office of space utilization in their absence
3. is responsible to the principal space director for enforcing university rules and regulations governing the use of university facilities
4. implements university regulations for posting information to be placed on university bulletin boards
5. is responsible to the principal space director for and supervises the preparation of university class schedule listings
6. coordinates data processing operations related to space utilization data
7. recommends reassignment of existing space, based on long-range campus planning

8. is responsible for analyzing remodeling requests for maximum use of space, recommending changes in remodeling programs and determining remodeling request priorities
9. based on data reflecting past, existing, and planned campus programs, develops and recommends the adoption of space planning standards, with the responsibility for evaluating the effectiveness of such standards and making necessary revisions
10. recommends space assignments during the design stage of new buildings
11. assists in or is responsible for the preparation of Title I and II Grant requests to the state Board of Higher Education and to the Office of Education
12. assists in or is responsible for the preparation of reports to the state Board of Higher Education on the utilization of physical facilities and capital budgets
13. supervises the office of space utilization staff, with responsibility for training, evaluating performance, and correcting deficiencies
14. assists in the establishment or is responsible for the implementation of policies governing the utilization of university-controlled space
15. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Space Administrator I

0048

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) two years of commercial, vocational, or community college education, with emphasis on space utilization or closely related subjects (such as accounting, linear programming, or statistics)

or
- (B) high school graduation or equivalent and the completion of one year of university course work in accounting

or
- (C) high school graduation or equivalent and one year of experience in space utilization, statistics, operations research, or linear programming

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to organize and coordinate work assignments
2. accuracy and thoroughness

Level II: Space Administrator II

0049

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree (Experience in space utilization or in closely related work [such as management, engineering, accounting, linear programming, or statistics] that required similar problem solving, administrative, and supervisory abilities may be substituted, year for year, for university education.)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of higher education terminology
2. knowledge of basic space utilization principles
3. ability to organize, coordinate, and direct work assignments
4. ability to read and interpret architectural drawings

Level III: Space Administrator III

0050

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree and three years of experience in space utilization or in closely related work (such as management, engineering, accounting, linear programming, or statistics) that required similar problem solving, administrative, and supervisory abilities. (Experience in space utilization or in closely related work may be substituted, year for year, for university education.)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. administrative and supervisory ability
2. ability to work with academic and administrative personnel

Space Administrator I	Revised
Space Administrator II	Edited
Space Administrator III	Edited