

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Space Analyst I	<b>Job Code:</b>	45181
<b>Job Function:</b>	Staff	<b>Grade:</b>	118
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Exempt
<b>SOC Description:</b>	5000 Facilities Management Division	<b>Date:</b>	1/1/04;6/19/02

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**Job Summary:**

Assist in the documentation of space data and design of space assignments. Assist in maintaining project and building records and in the development of long-range physical development plans. Provide interior design review for construction and renovation projects.

**Essential Functions:**

35% Maintain university records for space utilization data, deferred maintenance data, space summary data and small scale building plans. Maintain departmental library consisting of catalogues, sample materials, manuals and "as-built" construction documents.

25% Assists in the development of design and construction drawings for capital improvement projects including interior plans, ADA modifications, signage, landscaping, parking, etc. Provides interior design reviews and consultation for capital improvements.

10% Collect data from local resources regarding the needs of campus facilities and uses computer software to analyze the data.

10% Assist in the preparation of biannual "Capital Improvements Request" and the "Annual Academic and Administrative Space Generation Report".

10% Assist in the coordination and writing of space programs for new construction and rehabilitation projects.

10% Assist in the preparation of departmental presentations to various campus contingents.

**Education:**

Requires a relevant Associate Degree.

**Licenses/Certifications/Requirements:**

None

**Experience:**

Requires a minimum of 1 year working experience in space analysis and interior design related to capital improvements of large institution (i.e. university, municipality, county or other public entity). Ability to develop comparative studies and provide recommendations regarding maximization of facilities required. Prior experience in assembly, reporting and maintenance of space utilization and project data required. Advanced knowledge of computer software including word processing, spreadsheets with emphasis on database systems and design programs required. Working knowledge of building codes, state guidelines for space allocation, capital facility process, academic process, ADA requirements and construction processes required.

**Leadership:**

No authority or responsibility for the supervision of others.

**Physical Requirements:**

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

**Working Conditions:**

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.