

The University of Akron
Classification Specification

Job Title:	Space Analyst II	Job Code:	45182
Job Function:	Staff	Grade:	120
Job Family:	Classified	FLSA:	Exempt
SOC Description:	5000 Facilities Management Division	Date:	1/1/04;6/6/02;8/16/01

Job Summary:

Assist in the design and maintenance reports and analysis of the inventory related to space utilization, and construction planning projects.

Essential Functions:

45% Gather campus data for inventory reports and input into database.

25% Maintain and update space book floor plans.

15% Assist in the Analysis and preparation of space generation studies.

5% Utilize computer software to generate various reports.

5% Resolve complaints from external sources regarding the actions of a University employee.

5% Organize and archives construction project documents.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years 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:

Responsible for directing and monitoring the work of student and/or temporary workers.

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.

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.