

The University of Texas at San Antonio

Job Description

Job Title: Space Planning Analyst

Code: 15085

Salary Grade: 61

FLSA Status: Exempt

Department/Division: University Planning

Reports To: Senior Director of Space Management

Summary

- Function: The Space Planning Analyst is a strategic, cross-functional role responsible for the overall management of spatial data and information for use in the University of Texas at San Antonio administrative, planning, engineering, construction, operations, and maintenance management programs. This role is responsible for creating, maintaining, and updating UTSA's space-related data for strategic and operational decision making, as well as reporting. This role will facilitate the continuous improvement and enhancement of UTSA's spatial information management portfolio.
- Scope: Manages and maintains spatial information workflows and analytics in support of UTSA at strategic, tactical, and operational levels regarding space utilization, space management, space reporting, master planning, capital projects, facilities maintenance programs, and other related areas of resource management. Makes recommendations for optimizing processes and facilities, while facilitating the decision-making process.

Duties

- Typical:
 1. Conducts space analysis and monitors space usage across the institution.
 2. Facilitates integration of space usage and capacity data with institutional key performance indicators.
 3. Conducts research, gathers data, and documents trends, strengths, and weaknesses to effectively sustain the spatial information management platform (i.e., space management software & database).
 4. Responsible for maintaining accurate and up to date digital plans of buildings, floors, rooms, and all related space attributes.
 5. Applies UTSA, UT System, state, and federal regulations, policies, and procedures.
 6. Compiles, cleanses, and aggregates spatial information to generate actionable

- information and related performance indicators.
7. Provides ongoing spatial analysis within the scope of UTSA mission, vision, and goals.
 8. Responsible for tracking of spatial information for UTSA, UT System, and local/state regulatory agencies in collaboration with the Institutional Research unit.
 9. Interacts with the Office of Facilities and coordinates with University staff and related committees to ensure spatial information and plans are consistent with and support broader University goals and strategies.
 10. Performs other duties as assigned.

• Periodic:

1. Assist in the planning and management of future expansions or modifications of existing facilities.
2. Processes regulatory documents.
3. Develops and presents briefings and presentations in support of assigned strategic, administrative, business, and planning areas.

Education

Required	Preferred
Bachelor's degree from an accredited institution in Architecture, Engineering, Building Construction or related field.	Master's degree in Facilities Planning, Facilities Management or related field.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years Facilities Project Planning experience. Knowledge of all aspects of building design and construction, to include architecture programming and project development.	Five or more years' experience to include experience in higher education.

Equipment

Required	Possible
Personal computer and standard office equipment.	

Working Conditions

Usual	Special
Shop/office environment.	Exposure to outdoor elements as well as dust, dirt and noise.

Supervision

Received	Given
General from department head or assistant head.	Direct supervision of assigned staff.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.