

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Facilities Planning Analyst  
Code: 15089  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Facilities Planning & Development  
Reports To: Director of Facilities Planning & Development/University Architect

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## *Summary*

- Function: Develop, maintain and administer University facilities plans, along with providing the necessary statistical reports to the UTSA departments, UT System, state, and federal agencies.
- Scope: Perform quantitative, qualitative, and computer analysis; problem solving and interpretation of data. Make recommendations for optimizing facilities, space utilization, and/or interior design plans.

## *Duties*

- Typical:
  1. Prepares construction applications for proposed buildings and coordinate with Facilities Planning staff, project architects, and Engineering & Project Management staff.
  2. Provide analytical assistance for Facilities Planning and Development Office.
  3. Work with clients to design or renovate spaces to meet their standards.
  4. Update facilities information and provide statistical reports to UTSA departments.
  5. Meet with clients to identify requirements of projects. Serves as liaison between UTSA departments and Facilities department regarding facilities issues and protocol.
  6. Prepares preliminary small to mid-size interior conceptual design drawings for client review.
  7. Develops and co-manages project schedules, scope and budgets with the University Architect.
  8. Ensure the necessary research, data gathering, cost estimating, floor plan layouts and other documentation is developed to support project plan proposals.
  9. Maintain files for each department.
  10. Attend and participate in weekly construction meetings to discuss renovations, room numbering problems, institution of policies regarding

space measurement, interior design plans, etc.

11. Perform other duties as assigned.

• Periodic:

1. Assist in the planning and management of future expansions or modifications of existing facilities.
2. Provide general departmental support including the preparation of facility scheduling programs, maintain daily departmental schedules, set up and facilitate meetings and appointments, prepare departmental purchase requisitions, travel, and expense vouchers.
3. Processes regulatory documents.

***Education***

| <b>Required</b>  | <b>Preferred</b>   |
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| Bachelor's degree in Business Administration, Architecture, Engineering, Interior Design, Project Management, Building Construction, or related field. | Bachelor's degree in with some graduate work within a related field.   |
|  | Valid Texas Architectural or Interior Design License in good standing. |

***Other Requirements***

| <b>Required</b>   | <b>Preferred</b>  |
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| Experience reading and interpreting architectural drawings.   | Familiarity with Computer-Aided Design (CAD) or equivalent software programs. |
| Familiarity with statistical methods including quantitative and qualitative analysis and interpreting data. |   |
| Must be familiar with means reference library and research techniques and methods.                          |   |
| Experience using Microsoft Word, Excel, and Access.   |   |
| Must have excellent communication skills.   |   |
| Criminal Background Check (CBC).  |   |

***Experience***

| <b>Required</b>  | <b>Preferred</b>  |
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| Experience in facilities planning, facilities project management, or Interior Design in a university or public sector setting. | Five years of experience in facilities planning, facilities project management, or Interior Design in a university or public setting. |

***Equipment***

| <b>Required</b>                                    | <b>Preferred</b> |
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| Must be able to operate basic measurement devices. | N/A              |

***Working Conditions***

| <b>Usual</b>             | <b>Special</b>   |
|--------------------------|--|
| Usual office conditions. | May work in a mechanical, electrical, and construction environment. Potential hazards may exist. |

***Supervision***

| <b>Received</b>                      | <b>Given</b>                                  |
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| General supervision from supervisor. | Provide general supervision to support staff. |

***Accuracy***

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| Proficiency in all phases of duties performed. |
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***Security Sensitive***

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| 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. |
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***Internal Control***

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| 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. |
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