

Classification and Qualification STANDARDS

Space and Facilities Utilization Specialist

Class Code: 2572

Date Revised: 11-01-2013

FLSA: Exempt

Classification Standard Reformatted: 11-01-2013

OVERVIEW:

Space and Facilities Utilization Specialists plan, direct, coordinate, and administer the work involved to ensure that the space and facilities of the CSU are effectively and economically utilized.

TYPICAL ACTIVITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Space and Facilities Utilization Specialists typically perform work involving some or all of the following duties: conduct a wide range of research or analytical studies dealing with the utilization of space and facilities at the CSU; using the results of these studies, develop campus policy with regard to the utilization of space and facilities of the CSU; identify long-range and short-range objectives related to space and facilities needs; provide a basis of making technical and administrative decisions in this program area; provide a basis for developing new or revised existing space and facilities utilization standards; develop and refine the space and facilities data file which consists of the data pertaining to all assignable areas of instructional and auxiliary space and/or facilities; provide timely and reliable information to the Facility Planner and campus administrators in planning, allocating and utilizing space and facilities; develop new or revised reporting instructions to eliminate or reduce common errors in space change proposals identified through in-depth analyses; serve as liaison and coordinator between administrative staff members of the campus, representatives of the Chancellor's Office, and representatives of outside agencies on questions and problems related to the utilization of space and facilities.

MINIMUM QUALIFICATIONS:

Knowledge:

Thorough knowledge of the principles and procedures of research and analysis. Working knowledge of principles of management and organizational structure.

Abilities:

Ability to collect, compile and analyze a variety of data; provide and utilize information for modifying or developing an automated space and facilities file; identify and analyze space needs and facilities; adopt and match program needs with space available; analyze situations accurately and develop corrective action in a selection of alternative approaches to utilization of space; project space needs based on project program growth and changes.

Experience:

Three years of progressively responsible professional experience conducting and participating in research and analytical studies or serving as an administrative assistant in a capacity which demonstrates that the individual possesses the capability to perform the assigned duties.

Education:

Equivalent to a bachelor's degree or combination of education and experience which provides the required knowledge and abilities.