

**Job Code. .101312.....**  
**Position# (PSA)..... (E)**  
**Developed by.....JP/RC**  
**Reviewed by.....JVW**  
**Approved by.....LK**  
**Date.....07/18**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Manager, Space Allocation & Analysis  
**DIVISION:** Administration and Finance (Business Services)  
**REPORTS TO:** Director, Capital Planning & Real Est. Dev.  
**GRADE:** 11  
**SUPERVISES:** Support staff; Students

**BASIC FUNCTION:**

Responsible for assisting in the development and management of all aspects of the Office of Space Allocation & Analysis. Manage the University's space database and floorplan library in the Office of Space Allocation & Analysis. Responsible for tracking all University owned and leased space on all campuses. Responsible for spatial analysis and research to support planning, design, implementation and review of renovation and construction projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Serve as Administrator for the Computer Aided Facilities Management (CAFM) database and floorplan library including adding new users, implementing upgrades, and coordinating fixes.

Manage the University's CAFM database and digital floorplan library; organize floorplan files, adding new, updating existing, and archiving historical floor plans and associated data, including developing room numbers for new construction and renovation of existing space and obtaining construction drawings as source documents for new construction and modifications to existing space.

Review and monitor the Postsecondary Education Facilities Inventory and Classification Manual (FICM) to insure that the University space inventory is in compliance.

Establish and document standards for floorplan drawing procedures and field annotation of space changes for audit trail documentation.

Provide space data, analysis, reports, and floorplans to requesting departments. Provide technical support for CAFM database and floorplan library users/viewers.

Provide assistance to the Office of the Controller & the Property Office as necessary to support the University's Indirect Cost Recovery efforts & Asset Inventory Control.

Serve as technical and administrative support to the University's Space Enhancement & Design Committee including having the primary responsibility to manage the space request process and set meeting agendas for this committee.

Serve as technical support for all other divisional/college space committees.

Maintain official building address list, coordinate URI departments and with town/state governments and 911 system as necessary to set new building addresses and ensure a uniform building address system across all platforms.

Perform and/or oversee quarterly and ad hoc field audits of existing space conditions recording observations including, but not limited to, measurements, changes in existing floor plan configurations, discrepancies in room numbers, predominant space use, occupant, station count, and principal investigator.

**OTHER DUTIES AND RESPONSIBILITIES:**

Participate in training on all aspects of the position. Perform additional duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

A valid driver's license. Required to travel to all campuses on a regular basis and on a fairly independent schedule. Personal computers, printers, word processing, spreadsheet, database management, and computer-aided drafting software. Climbing, stooping, bending, reaching, walking and sitting for extended periods of time. Candidate will be required to attend training.

**ENVIRONMENTAL CONDITIONS:**

This position will not be substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum of three years' experience working with a CAFM Space and Property/Equipment inventory system; Demonstrated knowledge of the Postsecondary Education Facilities Inventory and Classification Manual; Demonstrated field survey experience; Demonstrated experience with Excel software; Demonstrated database management experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to be an effective liaison with various offices on campus; Demonstrated CAD skills; Must have a valid driver's license; Willingness to travel; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others; and, Demonstrated ability to work with diverse groups/populations

**PREFERRED:** Demonstrated general knowledge of OMB A-110 and A-21 Circulars; Demonstrated experience in federal reporting and grant closeouts; and, Demonstrated knowledge of higher education asset management policies and procedures.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**