

Job Code:.....101330
Position#: (PSA).....(E).
Developed by:..... JU
Reviewed by:.....RC;JVW
Approved by:..... LK
Date:.....04/18, 11/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, Space Database and Floorplan Library

DIVISION: Administration and Finance

REPORTS TO: Manager, Space Allocation & Analysis

GRADE: 8

SUPERVISES: Students

BASIC FUNCTION:

Perform field audits of spaces in University facilities; maintain audit trail; update space database and floorplan library (report filing/reconciling databases/updating floorplans); maintain active building files for the University's four campuses.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Manager, Space Allocation & Analysis with updating and maintaining the University's Space Database and Digital Floorplan Library. Organize computer files, adding new, updating existing and archiving old floor plans and associated data.

Perform quarterly and ad hoc field audits of existing University facilities. Record observations including measurements, changes in existing floor plan configurations. Identify, interpret and document changes in existing space use, occupancy, station count or departmental assignment during field audits. Interpret and document inconsistencies in actual and recorded room numbers during field audits.

Ensure standards for field annotation of space changes are followed for audit trail documentation. Keep records of field audits performed, and of drawings and changes. Develop and maintain audit trail of field audit observations as official documentation.

Digitize new floor plans and changes to electronic drawings and perform associated data entry, based on construction drawings, field audit observations and other information.

Utilize construction drawings as facilities inventory data source documents for initial and changed conditions.

Provide space information and reports to the Manager, Space Allocation & Analysis for distribution to various requesting departments. Provide support to University users of the Space Database and Floorplan Library.

OTHER DUTIES AND RESPONSIBILITIES:

Participate in training on all aspects of the position.

Update Space Analysis website and interactive campus maps & directories on University website.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

A valid driver's license. Travel to all campuses on a regular basis and on a fairly independent schedule.

Personal computers, printers and word processing, database management and spreadsheet software.

Candidate will be required to go to training.

ENVIRONMENTAL CONDITIONS :

The position will not be substantially exposed to adverse environmental conditions. Climbing stairs, stooping, bending, reaching, walking, etc.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of three years progressively responsible experience working in a business environment; Demonstrated proficiency with database and spreadsheet; Demonstrated proficiency with content management software; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated organization skills; Willingness to travel throughout the University as well as outside of the University; and, Demonstrated ability to work with diverse groups/populations. Must have a valid driver's license.

PREFERRED: Bachelor's degree in computer science, computer software, informational technology, or related field; Minimum of three years progressively responsible experience working in a business environment in higher education; Demonstrated field survey experience including demonstrated ability to accurately measure room dimensions using standard tape measure, laser measure, or other measuring apparatus; Demonstrated proficiency in technical drawing; and, Demonstrated working knowledge of Computer Aided Facilities Management software.

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