

Classification and Qualification



STANDARDS

The California State University System

Space and Facilities Utilization Officer

Class Code 2572

Date Established 08-14-70

Date Revised 01-01-78

Occupation Index Reference H-1

(Chancellor's Office Use Only)

DEFINITION:

Under the general direction of the Vice Chancellor for Physical Planning and Development, the Space and Facilities Utilization Officer is responsible for planning; directing, coordinating and administering the work involved in ensuring that the space and facilities of the State University and Colleges are effectively and economically utilized.

Examples of Typical Activities:

The position involves the responsibility for conducting a wide range of research or analytical studies dealing with the utilization of space and facilities at the State University and Colleges. The results of these studies are used to develop systemwide policy with regard to the utilization of space and facilities of the State University and Colleges; to identify long-range and short-range objectives related to space and facilities needs; to provide a basis for making technical and administrative decisions in this program area; and to provide a basis for developing new or revised existing space and facilities utilization standards. The responsibility for the further development and refinement of the space and facilities data file is also included. This file consists of data pertaining to all assignable areas of instructional and auxiliary space and/or facilities in the State University and Colleges. These data are used to provide timely and reliable information to the Facility Planner and to campus administrators in planning, allocating and utilizing space and facilities of the State University and Colleges. In-depth analyses of error contained in space change proposals are made to identify those that are most common so that new or revised reporting instructions can be developed which will tend to eliminate or reduce such errors.

The position also involves the responsibility for serving in a liaison and coordinating capacity between the administrative staff members of the campus and the representatives of the various staff offices in the Office of the Chancellor, as well as representatives of outside agencies such as the Coordinating Council for Higher Education, the Department of Health, Education and Welfare, various State agencies and the University of California on questions and problems related to the utilization of space and facilities.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

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

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

and

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.

and

Education:

Equivalent to graduation from a four-year college or university.

Work Week Group: 4C
Premium O/T: No
Shift Differential: No
Employee Category: Administrative