

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Space Inventory Manager  
Code: 15086  
Salary Grade 60  
FLSA Status: Exempt  
Department/Division: Facilities Planning, and Development Office  
Reports To: Director, Facilities Planning and  
Development/University Architect

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## *Summary*

- Function: Maintain and administer the Facilities Inventory Database System along with providing the necessary statistical reports to the UTSA departments, UT System, state, and federal agencies. The Facilities Inventory is the single, authoritative source of space data for UTSA.
- Scope: Perform quantitative, qualitative, and computer analysis; problem solving and interpretation of data. Make recommendations for optimizing facilities and space utilization. Facilitate decision- making process. Maintain liaison with staff contacts at the Texas Higher Education Coordinating Board (THECB) for inventory reporting and space matters.

## *Duties*

- Typical:
  1. Maintain and administer the Facilities Inventory Database to include completing annual inventory of facilities; survey, classify and document space in new buildings and renovated areas in coordination with Facilities Services personnel. Classifies space using guidelines published by the Texas Higher Education Coordinating Board. Confers with departmental representatives to verify data such as room numbers, square footage, room capacity, program and discipline, and use of space. Submits facility data to the THECB.
  2. Maintains contact with THECB staff for space matters.
  3. Provide analytical assistance as requested by Facilities departments and functions.
  4. Provide statistical reports to UTSA departments on an ad-hoc basis.
  5. Serves as liaison between UTSA departments and Facilities Services regarding pending space issues and protocol for requesting UTSA space.
  6. Maintain files for each department.
  7. Attend and participate in meetings to discuss renovations, room numbering problems, institution of policies regarding space measurement.

8 . 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, perform administrative duties to include filing of information and reports, set up and facilitate meetings and appointments.
3. Participates in study groups and as member of Peer Review Team (PRT) audit teams for PRT audits at other universities conducted by THECB. Serves as point of contact for PRT audits of UTSA that occur every 5 years. Accompanies audit team during the audit to ensure the audit proceeds smoothly and coordinates UTSA response to the audit.
4. Assist with campus signage work including the identification of problems and the processing of work orders.
5. Complete and submit biennial National Science Foundation Survey of Science and Engineering Research Space.
6. Processes regulatory documents.

***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree in Business Administration, Public Administration, Engineering Management, Building Construction, mathematics, or related field.	Bachelor's degree in related field with some graduate work.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Experience reading and interpreting architectural drawings.	N/A
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>
Professional work experience in facilities planning or facilities project management.	Five years of experience in facilities planning or facilities project management in a university or public setting.

### *Equipment*

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

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Usual office conditions. Extensive walking and stairs. Position requires periodic travel.	May work in a mechanical, electrical, and construction environment. Potential hazards may exist.

### *Supervision*

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

### *Accuracy*

Proficiency in all phases of duties performed. Reports and communications are generally regarded as accurate and factual.
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### *Security Sensitive*

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*

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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