

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Senior Facilities Planning Analyst  
Code: 15091  
Salary Grade: 61  
FLSA Status: Exempt  
Department/Division: Facilities  
Reports To: Director of Facilities Planning and Development

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## *Summary*

- Function: Responsible for developing, coordinating, and maintaining University facilities plans.
- Scope: Oversees Master Planning, Facilities Capitol Improvement Plan, Facilities Condition Assessment processes, and Environmental Plan. Make recommendations for optimizing facilities, while facilitating the decision-making process.

## *Duties*

- Typical:
  1. Provides work leadership and guidance to Planning Analysts to include assistance with more complex responsibilities or issues.
  2. Ensures the necessary research, data gathering, and documentation is accomplished to support plan development.
  3. Responsible for maintaining currency of all plans. Provides regular plan updates reflecting ongoing decisions, expenditures, and construction. May be required to attend regular budget or construction meetings to ensure approved plan is followed.
  4. Responsible for the development, coordination, submission, and tracking of applications and proposals for UTSA, UT System, and local/state regulatory agency requirements as may be required for plan implementation.
  5. Supports Director who serves as UTSA representative with UT System and/or external agencies as required to support plan development and approval.
  6. Interacts and coordinates with University personnel/committees as required to ensure plans are consistent with and support broader University goals and strategies.
  7. Develops and presents briefings and presentations in support of assigned planning area.
  8. Represents Facilities in joint planning activities with other internal agencies that share campus facility planning and programming responsibilities.

<p>9. Performs other duties as assigned.</p> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. Assist in the planning and management of future expansions or modifications of existing facilities.</li> <li>2. Processes regulatory documents.</li> <li>3. May serve as a back-up for Director (attending meetings, conferences)</li> <li>4. Works with Director to determine optimum platform for maintaining Facilities plans.</li> </ol> </li> </ul>
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***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree. Prefer degree in Architecture, Engineering, Building Construction or a related field.	Prefer: Master's degree in Facilities Planning, Facilities Management or related field.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
Three years Facilities Project Planning experience. Knowledge of all aspects of building design and construction, to include architecture programming and project development.	Five or more years experience to include higher education.
Additional education can substitute for experience at the department's discretion.	

***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer and standard office equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual shop/office environment.	Occasional exposure to outdoor elements as well as dust, dirt and noise.

***Supervision***

<b>Received</b>	<b>Given</b>
General from department head or assistant head.	Direct supervision of assigned staff.

***Accuracy***

Proficiency in all phases of the duties performed.

***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.

***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.