



**THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE
JOB DESCRIPTION FOR EPA (Non-Teaching) POSITION TITLE**

FINAL DRAFT DOCUMENT

Position Title: Director, University Space Management and Utilization **Position Number:** 001749

Department or Office Facilities Management

Name of Department Director Philip M. Jones

Name of Immediate Supervisor Philip M. Jones

Job Title of Immediate Supervisor Associate Vice Chancellor for Facilities Management

Job Summary

Primary purpose of this position:

Reporting directly to the Associate Vice Chancellor for Facilities Management and with a dotted line report to the Senior Associate Provost, the Director of University Space Management and Utilization is responsible for overseeing all aspects of the UNC Charlotte integrated space management program, including the implementation of the University Policy 601.4, Space Assignment, Management, and Alteration, to ensure that campus space is utilized efficiently and effectively, and to ensure that the allocation of all space meets the highest and best use in the context of institutional strategic priorities. This position provides overall space management expertise to campus constituents, oversees all collaborative efforts to execute periodic space audits and utilization studies, is responsible for defining space needs and priorities, chairs the campus-wide space advisory committee(s), and assists in various campus planning and capital improvement initiatives.

Other unique characteristics of this position:

None.

Major Duties and Responsibilities

1. Serves as a change agent and principal administrator in the implementation of all UNC Charlotte integrated space management planning, policies, processes, guidelines, and procedures.
2. Conducts periodic reviews of University space policies and procedures to ensure all current campus space standards and expectations are met.
3. Follows the University space policy and guidelines and proposes edits to those guidelines when necessary to incorporate best practices.
4. Provides guidance on space alterations to ensure that all current campus space standards and utilization expectations are met.
5. Oversees all space allocation, reallocation, and reassignment of space in University owned and operated facilities and properties.
6. Facilitates collaboration, communication, and information sharing among campus stakeholders and constituents as related to campus space policy, allocation, reallocation, utilization, recommendations, and decisions.
7. Participates as a member of the Property Review Committee and provides guidance on current programmatic use and proposed efficiencies related to real estate acquisitions and possible locations for university expansion.

8. Works closely with programs to understand their needs and analyzes how and where to best locate these programs to promote efficiency and to further the missions of the colleges and University.
9. Maintains a campus space management website which provides access to space management and utilization resources, ensures transparency of information, and assists stewards of campus space in making informed space allocation recommendations based upon accurate and current information.
10. Chairs campus space advisory committee(s) pursuant to the University Policy 601.4, Space Assignment, Management and Alteration.
11. Supervises and/or coordinates all resources – both internal and external to the University - associated with the execution of campus space audits and space utilization analyses, and prepares associated reports and recommendations regarding standards, strategies for improved efficiencies, and overall performance against defined University of North Carolina system and UNC Charlotte metrics (including preparing board level presentations based on performance metrics).
12. Works directly with campus constituents to maintain a current University space inventory database through the use of the University’s automated space management platform (Archibus) with the highest level of data accuracy, information access, and usability.
13. Works directly with campus planners and University leaders in the identification of, and planning and design for, near-term concerns, trends, and future institutional needs associated with campus space allocation, reallocation, acquisition and reassignment. Responsible for developing an annual space management action plan based upon these identified needs and priorities.
14. Oversees the function of conducting and reviewing the analyses on space allocations, reallocations, acquisitions and reassignments.
15. Works directly with campus planners and constituencies on swing space and program relocation efforts associated with renovation and new construction projects.
16. Works closely with design services and capital projects in reviewing reuse, change of use, and new allocation recommendations associated with renovation and new construction projects.
17. Represents the University on various committees, project teams, and professional affiliations/organizations, and produces related reports and presentations as assigned/requested.

Supervision Provided

Number of employees and student workers the position directly supervises: TBD

Full time:

Part time:

	Administrative
	Clerical
	Technical/Service

List position’s responsibilities for hiring, terminating, training, disciplining etc. of subordinates.

Responsible for hiring, terminating, training, disciplining of subordinates.

Supervision Received

Level of guidance or supervision this position receives and from what source(s):

Ability to successfully implement assigned duties with minimal to moderate supervision/guidance from immediate supervisor.

Education, Skills and Experience Requirements

A bachelor’s degree in business or public administration, building science, engineering, community/urban planning, or architecture is required. A master’s degree and certification/licensure in any of these fields is preferred. A minimum of six years of experience in directly managing commercial and/or educational property, facilities space management, campus planning, building design, facilities management, statistical analysis, or a combination of these experiences from which comparable knowledge and abilities can be acquired is required. Demonstrated human relations, managerial/supervisory, negotiating, planning, and analytical skills are essential to this position. Experience in an educational/academic setting is preferred. Experience using Visio, Excel, and AutoCAD, along with automated facilities management system use is desirable. Successful candidates will have excellent oral and written communication skills, experience working with administrative teams, experience working with diverse constituents, and demonstrated effectiveness in collaboration and team based problem solving.