University of Houston ◢ Clear Lake

JOB INFORMATION

Effective Date	4/28/2021
Job Code:	3288
Job Title:	Manager, Space Inventory
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Facilities
Job Family:	Real Estate & Planning
Job Summary	Under general direction, oversee the scheduling department which includes overseeing the effective use of course and event scheduling using space scheduling system (Ad Astra). Serves as the University's focal point for support information involving space planning needs and requests. Performs complex statistical, spatial and graphic data analysis and provides a high level of coordination and technical services for the planning and development of University projects associated with renovations and new construction. Develop, implement and maintain a strategic space information system that assures accurate physical space utilization and inventory and serve as the primary resource for all technical problems and questions regarding the management and analyses of data used in capital and space planning. Supervise Scheduling Assistant.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	in a related field of study	Required	or
Bachelor's Degree	in architecture, interior design, business administration, facilities management, building construction technology or a closely related field.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
No	Experience in Facilities Management preferably in space planning and building inventory management. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	None Applicable	Upon Hire	Required	

Knowledge, Skills and Abilities

	KSAs	Proficiency
•	Proficient in Microsoft Office Suite applications.	Proficient
•	Manage computer-based facilities and space management systems, including use of FAMIS, PeopleSoft, ATG, and Ad Astra.	Proficient
•	Accuracy and attention to detail.	Proficient
•	Ability to organize and prioritize a variety of tasks/projects.	Proficient
•	Familiarity with industry/technical terms and processes.	Proficient
•	Proficient in building detailed well integrated business cases to support business decisions	Proficient
•	Ability to adhere to safety procedures and protocols.	Proficient
•	Strong interpersonal skills and the ability to work in a fast-paced environment.	Proficient
•	Ability to manage multiple projects and meet deadlines with results-oriented focus	Proficient
•	Ability to provide study reports, technical documentation, papers and/or project plans for technical staff members.	Proficient

JOB RESPONSIBIILTIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

	Essential Function	% TIME
•	Manage Academic Schedules: Manages and assigns classrooms for course/sections (300-1000)as well as coordinate with other internal constituents to ensure classroom space is available for academic needs by notifying colleges of established deadlines for semester timetable submissions and follow up as required; Coordinating UCT and computer lab schedules; and with Registrar, troubleshoot and resolve complex academic course problems to ensure no conflicts	30%
•	Manage the scheduling software application including configuring the application to change room features and assignment codes; assigns and maintains user privileges; creates new menu options; develops and updates table configurations and procedures and forms.	30%
•	Manage Space Planning Inventory: Oversees and administers the space management system. This includes 23 buildings, 2,504 rooms, and 1,223,990 GSF.	15%
•	Manages Event Scheduling:Oversees the University scheduling process for all meeting and event requests. Develops, updates, and maintains scheduling guidelines and reservations.	10%
•	Supervision: Supervise staff and monitor work processes Conduct training:Plans, monitors, and appraise job result	10%
•	Other related duties/responsibilities as assigned	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No

Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
5%	Domestic travel via vehicle/plane.

Manager, Space Inventory   07/14/2022