

# Sam Houston State University Human Resources

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## Staff Classification Description – Campus Space Planner

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**Skill Category:** Professional  
**Position (Employee) Class:** 3N082 (E1)  
**Grade:** 14  
**Date:** 09/2014

**Department:** Physical Plant

**Educational & Experience Requirement:** Requires Bachelor's Degree in Business Administration, Facilities Management, Construction Management, Architecture, Interior Design, or related field. Four years experience in facilities management preferably in space planning and building inventory management. Experience with AutoCAD, Adobe Photoshop, or similar drawing software is preferred. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Plans, coordinates and reports on interior space utilization and oversees the campus facility inventory and building blueprints.

**Supervision Given & Received:** Works under minimum supervision and may supervise student assistants as assigned.

**Primary Responsibilities:** Serves as the University's focal point for support information involving space planning needs and requests. Creates and maintains the official space inventory. Coordinates with colleges, departments, and business offices in the management of the space inventory. Provides occasional high level executive summaries such as available or underutilized space and current/future space requirements. Maintains and updates the campus map and all building floor plans. Ensures all interior and exterior campus signage is compliant and up to date. Assists University management with facility space planning decisions and space utilization analyses. Prepares space usage reports and feasibility studies. Develops and implements internal benchmarking tools to measure and identify underutilized space. Provides analysis and recommendations regarding classroom and class laboratory utilization rates and the Texas Higher Education Coordinating Board (THECB) Space Projection Model. Ensures the THECB building inventory data for the University is accurate and up to date. Reads and interprets blueprints, specifications, and technical directives. Prepares sketches, drawings, and floor plans. Performs other related duties as assigned.

**Other Specifications:** Must be computer literate and able to use Microsoft Office programs. Must possess good writing and communications skills. Experience with FAMIS Work Order Management System and asset management information systems would be helpful. Must be able to coordinate and work closely with University administration, colleges, departments, architects, and state agencies.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**