

**JOB TITLE: DIRECTOR, SPACE PLANNING**

**JOB FAMILY : FINANCE/BUDGET/PLANNING**

**BAND : H**

**FLSA : EXEMPT**

**JOB CODE : 11345**

**MAIN FUNCTION :**

Consistent with the minimum established evaluation factors stated on the reverse side:

Responsible for directing the university's strategic space planning initiatives, including space needs analyses and utilization studies, as well as space assignment, modification and evaluation of academic and administrative facilities usage.

**ESSENTIAL DUTIES & RESPONSIBILITIES :**

Direct space allocation on the Ithaca campus.

Develop and implement a strategic space plan to address the major emerging and ongoing initiatives of the University.

Work with a broad range of campus constituents to identify program needs and evaluate competing space priorities.

Design and conduct space needs analyses, planning and utilization studies to improve space utilization efficiency and allocations.

Gather data and conduct space utilization and cost analyses for shared public space, classroom utilization, and central campus space, to inform the space planning process.

Analyze space/population projections to ensure optimal uses and locations for existing and proposed space needs.

Negotiate space reassignments with constituents.

Identify, develop and monitor policies and procedures for space allocation and planning.

**JOB PROFILE :**

MINIMUM EDUCATION/ EXPERIENCE : Bachelor's degree and 7 to 10 years relevant experience or equivalent combination.

IMPACT : Accountable for activities which have a substantial impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY : Contacts involve high-level interaction on matters which are of considerable diversity and may involve University activities that are highly sensitive or confidential.

CONTACTS OUTSIDE THE UNIVERSITY : Provide and/or receive guidance, advice or information that must be analyzed and developed by the position

CONTACTS WITH STUDENTS: Limited contact

SUPERVISION GIVEN: Responsible for providing occasional guidance on work methods or procedures to employees who do similar work

COMPLEXITY: Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Duties generally are numerous and extremely diverse and include a wide variety of unrelated processes and work methods. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment.

LEVEL OF DECISION MAKING: Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students

EFFECT OF DECISION MAKING: Decisions directly affect more than one college, school, administrative unit, etc.

FREEDOM OF ACTION : Little direct supervision of activities, with considerable latitude for exercising judgment and self-direction.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.

***A position that is classified into exempt titles and band must meet the Cornell requirements for exemption under the FLSA.***