



Job Title	Director, Space Utilization	Job Code	FS1015
Pay Plan	A&P	Pay Grade	19
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	000
		Subfamily	Space Utilization

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Space Utilization Professionals perform duties relating to the strategic planning and effective use of university facilities.

Job Summary

Serves as the entity entrusted with implementing the optimum and efficient use of space to meet the university's mission.

Representative Duties

1.
 - Facilitates space requests
 - Establishes procedures for space acquisition and allocation
 - Maintains an accurate space inventory for internal and external reporting purposes
 - Provides information and analyses regarding the space needs of the university
2.
 - Oversees the university's space data and provides reports to the Board of Governors
 - Reviews building plans for every stage of new design and construction, as well as renovations
 - Processes space requests for additional space, change of space and transferring of space between units within UCF's buildings and leased property
 - Verifies and updates building plans with building walk throughs

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.