



ARCHITECTURAL SPACE PLANNER

3150

GENERAL DESCRIPTION OF CLASS

The ARCHITECTURAL SPACE PLANNER acts on behalf of State agencies and the Department to assess, design and monitor customer agency office space use in State-owned and leased facilities. The Incumbent is responsible from beginning to end for major interior architectural space plans, studies, and projects which involve multiple issues and may have significant impact on State agencies. The Architectural Space Planner ensures that activities progress satisfactorily on multiple projects and integrates divergent interests and concerns by collecting data and presenting alternative recommendations.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may be assigned all or some combination of the duties listed below as well as other related duties.

1. Program Formulation

Helps develop policies, procedures, goals and objectives, and short and long term planning for use for State office space. Assists customer agencies formulate internal controls for office building interior space use in state-wide programs.

2. Data Collection and Analysis (Programming)

Collects operational data and analyzes facilities relative to present and future space requirements. Assesses space needs and growth projections for State-owned and leased facilities. Conducts research studies, evaluates findings and prepares space plans and recommendations.

Evaluates interior space planning requirements, applying department office space use standards, interior architecture planning standards, Americans with Disabilities Act, and Building Code requirements. Interviews agency customers, compiles data and prepares recommendations for effective space use.

Determines interior space requirements based on agency programs and objectives, work flow, agency clientele, budget limitations and growth projections. Prepares documentation of square footage requirements.

3. Design

Prepares conceptual design drawings for approval by agency representatives, providing alternative solutions and optional configurations. Organizes, develops and drafts details of project based on information received. Develops final office space plan including conventional and systems furniture layouts.

Uses Computer Aided Drafting (CAD) and manual drafting skills to illustrate design concepts and office building structural features, furniture, partitions, components, electrical outlets and voice and data jack placement.

Responds to customer concerns and technical or procedural questions. Resolves disputes through compromise, as necessary.

4. Project/Plan Review

Acts as a team leader for interior architectural space planning project development and completion within set schedules and with staffing limitations.

As the State's advocate, monitors the work of design consultants, remodeling, construction, and systems furniture ordering and installation, ensuring adherence to agency specifications, department office space standards, budgets and schedules.

Reviews systems furniture plans submitted by agencies. Compares cost benefits and space savings with use of conventional furniture and makes recommendations. Assesses proposed plans for adherence to department office space standards, efficiency, compliance with applicable building codes and usability.

5. Consultation

Explains Department policies and procedures to client agencies, owners and developers, lessors, consultants, vendors, contractors and the public. Serves as a resource and technical consultant on space planning, design and interior architecture improvements. Assists agencies with furniture and equipment selection.

Provides assistance to Administrator, Section Managers, Leasing and Construction Management staff in reviewing information to determine present and future space requirements or projects. These activities may involve original research of issues critical to agency programs.

Works with Department Purchasing Program to formulate performance criteria for products, materials and services being put out for bid for price agreements.

RELATIONSHIPS WITH OTHERS

The Architectural Space Planner has frequent contact with agency management or their designees to obtain and clarify information for projects, resolve problems and set priorities. Other frequent contacts include architects, engineers, design consultants and contractors to discuss various aspects of projects. There is occasional contact with local building officials to clarify codes and regulations. The contacts are made by way of telephone, in writing, and through formal presentation.

SUPERVISION RECEIVED

The Architectural Space Planner works independently to accomplish assignments and consults with supervisor as necessary to clarify expected results, report progress of assignments, confirm interpretation of regulations and policies, or for guidance in unclear areas.

Guidelines used by the Space Planner include Federal, State, and local building codes, regulations or standards, the Uniform Building Code, the Americans with Disabilities Act, and agency rules and procedures.

KNOWLEDGE AND SKILLS (KS)**Knowledge:**

Extensive knowledge of interior architecture space planning principles.
Extensive knowledge of interior space planning programming methods and procedures.
General knowledge of interior architectural space planning project organization.
Basic knowledge of specific applicable laws and regulations.

Skills:

Skill researching, collecting and analyzing data independently.
Skill communicating verbally and in writing, with people at various organizational levels.
Skill coordinating the activities of consultants, contractors and other team members.
Skill developing, organizing and scheduling project work.
Skill explaining project or study results to various groups.
Skill working with various groups to achieve consensus and resolve problems.
Skill reading and interpreting architectural documents and plans.
Skill comprehending technical data from several related fields.
Skill interpreting and applying statutes, rules, regulations, policies, guidelines, and standards.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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 Human Resource Services Division