

SPACE AND PLANNING CONSULTANT

GENERAL

This classification includes two types of positions within the Planning Division of the Department of Government Services. Property Acquisition Officers consult with senior departmental officials with respect to their space requirements, locate suitable space and negotiate lease agreements with owners of real property throughout the province. Planning Consultants work with client departments in analyzing requests for space, making appropriate recommendations on the type, location and amount of accommodation required, and assessing the functional and economic feasibility of requests.

TYPICAL DUTIES

Consults with senior departmental officials with respect to their space requirements, locates suitable space and negotiates lease agreements.

Develops guidelines and procedures for leasing all types of real property.

Develops and maintains an inventory of government-owned and/or leased facilities in all areas of the province.

OR

Documents functional relationships within and between departments providing assistance in determining functional space requirements for special institutional or special purposes buildings.

Analyzes requests for space and makes recommendations on the type, location and amount of accommodation required.

Co-ordinates all requests for space.

Develops and maintains a means of forecasting the needs of client departments.

Recommends courses of action regarding renovation, acquisition or construction.

Develops standards of space and accommodation.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Good knowledge of use of statistics, architectural, technical, appraisal and legal terminology, government legislation and regulations regarding contracts, financial and administrative procedures accompanies by an ability to effectively negotiate lease agreements.

Ability to interpret data and produce oral and written reports.

Education, Training and Experience

Graduation from University with specialization in Architecture, Engineering, Commerce, City Planning or Economics with two years' experience. For Property Acquisition Officer positions, advanced courses of accreditation in the Canadian Institute of Realtors would be preferred.

Physical Standards

Physically capable of performing the duties assigned.