
Auburn University Job Description

Job Title: **Asst Dir, Office of Univ Arch**
Job Code: **NC77**
FLSA status: Exempt

Job Family: No Family
Grade 37: \$68,700 - \$114,500

Job Summary

Responsible for providing professional architectural services managing The Capital Projects Program for the University while in the programming and design phase of execution.

Essential Functions

1. Manages the architectural designs of all projects in The Capital Projects Program; solicits and contracts for architectural and engineering design.
2. Manages projects for programs while in the design phase by establishing milestones, tracking programs, and monitoring project execution.
3. Assists the University Architect in developing program requirements for each project, a process that requires close interaction with Auburn University leadership in determining limitations and capabilities that will be incorporated into the project design.
4. Responsible for comprehensive strategic planning in conjunction with other departments and divisions on campus.
5. Assesses client requirements, conducts studies, prepares options and presentations, and analyzes information; all to inform and shape program requirement development efforts and to keep AU leadership informed.
6. Manages the design contracts while the projects are in the construction phase of execution, to assist the construction project managers with modifying contractual requirements and performance of the design consultants in managing submittals, request for information and design support.
7. Responsible for the preparation of project cost estimates and budgets to facilitate timely project funding.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Architecture, Engineering, or related field
Experience (yrs.)	7	Experience in principles and practices of architectural design, project management, and program management. 5 years experience must be managing a large design program at the senior management level.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of design and construction methods and procedures to include building codes, construction law, state building guidelines, and Occupational Safety and Health Administration (OSHA) codes. Skill in reading and interpreting blue prints.

Certification or Licensure Requirements

Licensed Architect

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, talking, hearing, handling objects with hands, .

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 7/22/2014
