
Auburn University Job Description

Job Title: **Asst Dir, Design Services**

Job Family: No Family

Job Code: **NC79**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Leads, oversees, manages, and coordinates the design management of Auburn University projects for the repair, renovation, and/or new construction of facilities.

Essential Functions

1. Assists in the direction, management, and oversight of operations and activities of the Design Services Division.
2. Assists in the development of effective and efficient policies, processes, and procedures for the execution of design contracts and all other departmental operations.
3. Provides design project updates to clients and others within Facilities in regards to financial execution and projected completion dates.
4. Provides technical oversight and management on all projects and designs.
5. Assists in the management of the annual operation budget development process and in the oversight of cost accounting and fund expenditures.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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 Engineering or Architecture or a degree in any related field and registration as an Architect or Professional Engineer, or equal professional certification.
Experience (yrs.)	7	Experience in managing design/construction projects. 5 years experience must be leading and managing large design projects.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of design management, methods, processes, procedures, and practices, program and project management, architectural and engineering design standards, and project procurement and contracting.

Certification or Licensure Requirements

Registration as Professional Engineer or Architect, or equal professional certification, and Valid Driver's License.

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, and lifting up to 10 pounds.

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: 3/15/2011
