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## Auburn University Job Description

Job Title:	<b>University Architect</b>	Job Family:	No Family
Job Code:	<b>NC92</b>	Grade 39:	\$90,800 - \$151,300
FLSA status:	Exempt		

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### Job Summary

Leads and directs the architecture functions of Auburn University, to include campus planning and space management.

### Essential Functions

1. Develops and identifies current and future facility and land use requirements; develops and analyzes options and plans for meeting those requirements.
2. Develops facility program requirements for University capital projects; provides support to the Board of Trustees on project approvals and issues.
3. Oversees the design development of capital projects, to include architect selection, design contract management, project design, project budget development, post-construction award design management, and design review process.
4. Maintains and updates the Comprehensive Campus Master Plan, Campus Landscape Master Plan, and Capital Projects Plan.
5. Communicates with internal university personnel including deans, department heads, administrators, and directors outside of Facilities to establish working procedures, project parameters, and performance expectations.
6. Oversees the space management process for campus facilities; in conjunction with the Provost, analyzes and prioritizes space requests and options for space reallocation.
7. Serves as a representative of AU Facilities Management in dealings with organizations external to Auburn University.
8. Guides processes for consultant selection and contracting by recommending the appropriate contract and method for delivery of services.
9. Directs and leads the University Master Plan Review and the Design Review committees.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*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	Terminal	Degree in Architecture
Experience (yrs.)	7	Experience in leading and managing a large architectural design group

### 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 architectural, design, and construction principles and practices, project management, budgeting, and building codes.

### Certification or Licensure Requirements

Registered Architect; must obtain certification in the State of Alabama within the probationary employment period.

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## Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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: 2/12/2014

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