Title: Architect/Interior Designer II  

Pay Scale Group: 00 E

Essential Function

Provides professional architectural services in design, construction, alteration or renovation of University buildings and facilities, makes independent contributions to projects based on professional training or functional experience.

Characteristic Duties

Works independently on moderately complex projects/problems;

Contributes effectively to the collective team effort (e.g., offers ideas, solutions, and resources);

Utilizes communication skills to effectively interact with other University, State and City agencies or departments;

Prepares free hand scale and AutoCAD drawings and documents for building construction;

Plans project layouts and integrated engineering elements into unified design;

Prepares design requirements, material and equipment specifications, costs estimates, and construction schedules;

Develops initial program requirements;

Estimates costs associated with budget development;

Responsible for accomplishing assigned results for projects, or for significant aspects for larger, complex assignments;

Serves as a seasoned architect.

Minimum Qualifications

Bachelor’s degree in specific discipline, i.e., (Architecture, Interior Design, or Planning) with five (5) years’ experience; registered Architect or professional certification may be required.

Knowledge/Experience

Possesses proficient knowledge of professional architectural services (e.g., design, document preparation, and construction administration); utilizes professional judgment to manage projects and resolve problems; anticipates issues and effectively secures problem resolution. To Progress Through This Level: Demonstrates increased
professional capabilities; demonstrates continual success in performing increasingly more complex projects and studies that require both seasoned technical skills and judgment; develops and completes projects/programs in a timely manner and within budget.

**Communication:**

Effectively communicates and provides feedback to upper management on issues that impact projects; interacts with users to understand their requirements; effectively communicates with City, State, and other University departments on technical issues.

**Interaction with Others**

Interfaces well with other professionals on projects; provides technical guidance to assigned architectural staff.

**Work Complexity**

Performs a broad range of work with minimal supervision; understands interdependency of deadlines and budgets on multiple projects, and preserves the integrity of others’ deadlines and overall project progress and success; independently identifies problems and solves problems relying on own resources to resolve them.

**Guidance & Supervision Received**

Performs work independently with limited technical guidance; receives guidance on more complex questions and issues form the senior level architect.

**Physical requirements**

Physical dexterity such as climbing ladders, scaffolds, and irregular terrain, etc. is required to inspect the building construction sites.