Title: Architect/Interior Designer Sr

Pay Scale Group: 00 BB

Essential Function

Provides advanced professional architectural services for complex, high profile projects; serves as expert in most aspects of design and construction management; extremely knowledgeable of construction management.

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 an expert resource to others.

Minimum Qualifications

Bachelor's degree in specific discipline, i.e., (Architecture, Interior Design, or Planning) with seven (7) years’ experience; registered Architect or professional certification may be required.

Knowledge/Experience

Possess advanced and broad knowledge if design and construction management; provides formal technical and/or functional direction to other professionals; applies expertise to manage highly complex high profiles projects; possess advanced knowledge of architectural design concepts and technologies. To Progress Through This Level: Leads and oversees highly complex, high profile projects; demonstrates expert professional capabilities and project leadership;
possesses a compelling “track record” of successful, complex assignments, accomplished with independence and creativity and within budget.

**Communication:**

Works with senior management to discuss highly complex/high profile program recommendations and issues; ensures communication is understood and accomplishes intended objectives.

**Interaction with Others**

Provides technical guidance to architectural; oversees project work of assigned staff.

**Work Complexity**

Makes critical contributions to managing and solving complex and/or large technical challenges; takes a comprehensive approach to identifying problems, understanding implications, and creating solutions that support overall projects progress and success; manages consultants and other resources as necessary to insure the successful completion of project(s).

**Guidance & Supervision Received**

Works independently; supervision received is for routine department management/process tasks (e.g. performance reviews); independently performs assignments based on general guidance from supervisor; confers with supervisor on unusual matters.

**Physical requirements**

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