Job Title: Architect II

BCAT Code: 09NX25  Effective Date: April 1, 2007
Pay Grade: G16  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Coordinates the facility programming, design, estimating, and construction management efforts for multiple projects/renovations and all aspects of the facility construction under the supervision of an Architect III.

Examples of Duties
- Selects the architectural/engineering firms for Georgia State University (GSU) design services.
- Manages and coordinates the work of Level I Architects, architectural designers, and staff.
- Coordinates the cost estimates, design projections, and construction management efforts.
- Leads less experienced Architects in coordinating the architectural nuances of new projects/renovations.
- Develops the annual Major Repair and Rehabilitation Fund (MRRF) submittal for GSU.
- Compiles data and prepares qualitative and quantitative reports.
- Reviews design drawings, proposals, specifications, budgets, and schedule adherence.
- Provides color renderings as requested by GSU.
- Serves as the GSU representative on Board of Regents projects.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of AutoCAD, word processing (MS Word), spreadsheets (MS Excel), and databases (MS Access), and Microsoft Project or Suretrack (Primevera).
- Knowledge of architectural policies and procedures.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task and coordinate several projects.
- Ability to design alterations to buildings and prepare accurate documents

Minimum GSU Hiring Standards
Bachelor’s degree in Architecture and four years of related experience; or a combination of education and related experience. Must be a registered Architect in the state of Georgia.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.