Georgia State University

Job Specification

Job Title: Architect III

BCAT Code: 09NX26
Pay Grade: G18
FLSA Status: Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Manages the facility programming, design, estimating, and construction management efforts for multiple projects/renovations, new projects and all aspects of the facility construction.

Examples of Duties
- Manages the selection of architectural/engineering firms for Georgia State University (GSU) design services.
- Manages and coordinates the work of level I and II Architects, architectural designers, and staff.
- Manages 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.
- Manages the review of design drawings, proposals, specifications, budget, and schedule compliance.
- 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 five 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.