***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Architect, University**

Job Family: Design & Construction

Sub Family: Design Architecture

**Job Summary:**

Serves as University Architect for the University of Maryland, Baltimore. Responsible for Programming and Planning for Capital Projects that will satisfy the needs and mission requirements for the seven professional schools of UMB. Ensure that the University.

**Essential Functions:**

* Works closely and collaboratively with the office of Capital Budget and Planning in the physical development of the UMB Campus.
* Provides architectural guidance to senior level leadership of UMB.
* Identifies strategies for the implementation of the UMB Facilities Master Plan.
* Coordinates the FM efforts to update and implement the Utilities portion of the UMB Facilities Master Plan.
* Responsible for the preparation of functional space programs for both the university master plan and specific projects.
* Responsible for program analyses and developing design solution options that may include block and stacking diagrams, adjacency plans.
* Participates in project formulation studies that may include the development of operating models and metrics.
* Reviews and directs the work of contract planning and design consultants.
* Assists in the preparation of RFPs soliciting planning and building design services; participates in the selection of these consultants.
* Participates in the preparation of facilities programs and cost estimates.
* Responsible for feasibility studies and analyses of campus facilities issues.
* Serves on development team consisting of project managers, design and construction professionals, capital planners and others to provide comprehensive, coordinated and strategic planning services.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors Architecture

Experience: Five (5) years of related architecture experience

Supervisory:

Licensure/Certification: Licensed Architect

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E0203G

SOC Code: 171011 IPEDS: Computer

EEO6 Code: Professional State Code: 9534001

USM eCode: E30020 AAP Code: 3A