***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: **Assistant Director, Architecture, Engineering, And Construction**

Job Family: Design & Construction

Sub Family: Facilities Programming

**Job Summary:**

Assists with strategic direction and leadership to the Facilities department through the development, enhancement, and guidance of staff members who design and direct all architecture, engineering and construction projects for the University. Collaborates with upper level administrators and other directors within the business unit and throughout the campus in order to ensure the deliverance of high quality service.

**Essential Functions:**

* Provides general direction and leadership for all aspects of departmental functions in order to maintain their efficient operation.
* Partners with upper level administrators and other directors on a regular basis in assisting with strategic goals/objectives and budgets, and/or in fostering improvements in policies/procedures for the entire department.
* Ensures efficient recruitment/interviewing and training functions to continually review strengths and weaknesses in maintaining a staff of well-trained, highly involved, and motivated employees.
* Maintains and nurtures effective communication and partnerships throughout the campus by conferring with business unit and campus leadership on issues pertaining to the promotion and understanding of the departmental functions.
* Proactively represents the department through participation in campus meetings and special projects, as well as UMB on an external basis with USM headquarters and other system-wide units.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in field and/or related field

Experience: Eight (8) years spent progressively building a background in architecture, electrical, and construction functions

Supervisory: Three (3) years of experience at a management/leadership level.

Licensure/Certification: Registered and licensed with the Maryland Board for professional engineers or architecture preferred.

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: E2701H

SOC Code: 119199 IPEDS: Management

EEO6 Code: Professional State Code: 9332062

USM eCode: E3414J AAP Code: 3A