***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, Regional Projects**

Job Family: Design & Construction

Sub Family: Facilities Programming

**Job Summary:**

The mission of Design & Construction is to manage all renovation and new construction projects for the schools and administrative units at University of Maryland, Baltimore (UMB), as well as the capital construction program of the other University System of Maryland (USM) institutions in the Baltimore region. The Assistant Director of Regional Projects manages a Capital Construction Program of approximately $250 million in the Baltimore Region Service Center, which encompasses the UMB campus and four other USM campuses.

**Essential Functions:**

* Responsible for the oversight of capital projects at regional campuses including aspects of budgeting, planning, design, and construction for capital projects at regional campuses. Provide leadership and direction to subordinate staff and other stakeholders.
* Lead contract negotiations with design consultants and construction contractors. Advise executive leadership at the selected service center institutions on all construction efforts including capital budgeting. Evaluate contractor claims and develop defense.
* Develop and implement policies and procedures related to the management of capital projects, development of budgets, selection of consultants and contractors for capital projects, negotiation of consultant's contracts and major changes to consultants.
* Represent the Baltimore Region before the Board of Public Works and the Maryland Office of Capital Budget. Responsible for the management of the capital budget and may interface with Department of Budget and Management & Legislature.
* Manage select design and construction projects of the largest size (>$50M) and/or multiple projects of the highest levels of complexity. Develop architecture and engineering scopes of work, develop budgets and schedules, review and negotiate fee proposals.
* Review cost estimates and lead/monitor estimate reconciliation and value engineering to maintain project budget. Monitor project progress for compliance with Capital Project Management schedules, avoiding and resolving potential delays.
* Develop and manage assigned staff and office budget.
* Create a cohesive work team that works collaboratively to achieve unit’s goals. Oversees the recruitment, performance, and training of team members and continually reviews strengths and weaknesses of staff to maintain a well-trained and highly involved.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Architecture, Electrical Engineering, Mechanical Engineering, Structural Engineering, Architectural Engineering, or Construction Management, or a related field.

Experience: Ten (10) years of experience in project design, management, implementation, and assessment; and construction of institutional or commercial building projects. Experience in the management of large capital projects, project management, and budgeting is preferred.

Supervisory: Three (3) years of direct management or supervisory role experience.

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: E2704H

SOC Code: 119040 IPEDS: Management

EEO6 Code: Professional State Code: 9332051

USM eCode: E3414J AAP Code: 3A