



**Job Specification**

**Job Title: Architect II**  
**BCAT Code: 451X AC**  
**Pay Grade: G16**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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**General Description**

Coordinates facility programming, designing, estimating, and construction management efforts for multiple projects/renovations and all aspects of facility construction under the supervision of an Architect III. Selects Architectural/Engineering firms for GSU design services. Manages and coordinates the work of level I Architects, architectural designers, and staff.

**Examples of Duties**

- Coordinates cost estimates, design projections, and construction management efforts.
- Leads less experienced Architects in coordinating the architectural nuances of new projects/renovations.
- Selects architectural/engineering firms for GSU design services.
- Develops annual MRRF (Major Repair and Rehabilitation fund) submittal for GSU.
- Compiles data and prepares various reports (qualitative and quantitative).
- Reviews design drawings, proposals, specifications, budget, and schedule compliance.
- Provides color renderings as requested by GSU.
- Serves as GSU representative on Board of Regents projects.
- Performs other related duties as assigned.

**Knowledge, Skills, and Abilities**

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

**Minimum GSU Hiring Standards**

Bachelor's degree in Architecture and four years of related experience; or a combination of education and 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.*