UNIVERSITY OF SOUTHERN CALIFORNIA

University Architect/Director, Planning and Design Management Services

Job Code: 181251

Grade: N
OT Eligible: No
Comp Approval: 3/10/1999

JOB SUMMARY:
Directs the staff and operations of Planning and Design Management Services. Serves as principal University Architect with responsibility for architectural planning for changes to existing buildings and plans for new construction.

JOB ACCOUNTABILITIES:

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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<tr>
<td>_______</td>
<td>______</td>
<td>Develops policy, strategies and short- and long-range plans and provides managerial direction to the architectural services, facilities planning and engineering services functions of the University.</td>
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<td>Serves as principal University Architect with responsibility for architectural planning for changes to existing buildings, open space and new construction.</td>
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<td>Directs the architectural planning for all changes to existing buildings. Ensures that new facilities reflect and harmonize with long-term goals and assets of the University.</td>
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<td>Directs site selection, planning and design of capital improvements for the University.</td>
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<td>Coordinates with Director of Construction Management and others to develop a project scope and budget for each capital project.</td>
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<td>Directly or indirectly supervises all staff assigned to unit, usually through subordinate managers and supervisors. Determines staffing needs based on goals and objectives of unit. Determines and/or recommends unit salary administration including raises, promotions and reclassifications. Approves/disapproves all work guidance actions within unit.</td>
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<td>Oversees recruitment, hiring, orientation, training and supervision of unit’s staff. Oversees performance evaluation process, ensuring consistent use of all applicable policies and procedures. Counsels, disciplines and/or terminates employees, as required.</td>
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<td>Directs the internal project management of major capital projects designed by outside architects.</td>
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<td>Develops and manages departmental budget. Makes major budgetary and resource allocation decisions. Develops projections for short- and long-term planning. Provides financial reports as needed.</td>
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<td>Oversees facility design feasibility studies.</td>
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<td>Provides general direction to the interior design function of the University.</td>
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<td>Manages and monitors design quality of capital and non-capital projects designed by outside architects and engineers.</td>
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<td>Directs space planning function.</td>
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</table>
Directs the management, coordination and implementation of the Campus Master Plan for facilities management.

Directs and manages adherence to departmental standard for customer service and professionalism.

Interacts with Director of Construction Management and others in establishment and maintenance of appropriate University architectural and engineering standards.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  
- Yes  
- No

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Master's Degree

**Minimum Experience:**
- 7 Years

**Minimum Field of Expertise:**
- Licensed to practice architecture in California. Professional degree in architecture. Experience in managing activities of a planning and design department in a similar environment.

**Preferred Experience:**
- 10 Years

**Skills: Other:**
- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
Consulting  
Counseling  
Interpretation of policies/analyses/trends/etc.  
Knowledge of applicable laws/policies/principles/etc.  
Managerial Skills  
Negotiation  
Networking  
Organization  
Planning  
Problem identification and resolution  
Project management  
Public speaking/presentations  
Research  
Scheduling  
Staff development  
Statistical analysis  

Skills: Machine:  
Calculator  
Personal Computer  

Supervises: Level:  
Manages through multiple layers of subordinate supervisors  

Supervises: Nature of Work:  
Administrative  
Clerical/Secretarial  
Managerial  
Professional/Paraprofessional  
Project Management  
Technical  

SIGNATURES:  
Employee: ___________________________ Date: ___________________________  
Supervisor: _________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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