



DATE ISSUED: 06/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Design Services

JOB SUMMARY

Performs responsible coordination and oversight of planning and construction. Provides management and oversight of long term planning for sustenance and capital renewal programs. Serves as the staff architect and liaison between other divisions, schools, etc. Develops and assures adherence to architectural aesthetic controls for all university facilities. Coordinates university standards for interiors with executive management personnel. Updates of the campus master plan, space planning, and all associated reporting requirements. Assures the preparation, correctness and timely submissions to the Board of Regents and the Coordinating Board requirements. Provides project management and oversight of most major construction and deferred maintenance project needs. Assures that all University construction and consulting services meet a 30 percent goal for HUB participation. All duties and responsibilities are relevant to the Denton, Dallas and Houston campuses. Work is performed under the supervision of the Director of Facilities Planning and Construction and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Facilities Planning and Construction

Supervises: Design, Construction, and Contract Personnel

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Coordinates procurement, management, and evaluation of professional consultant services for architects and engineers with emphasis on aesthetic control.
- Oversees the accomplishment of major construction projects and assists with the implementation of the Master Plan for all campuses.
- Assures the preparation of complex statements of work; plans and specifications, and solicitation documents and review of the same.

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- Assures the preparation of request for proposals, invitation for bids, and related formal solicitation documents.
- Serves as the contract administrator project manager on construction projects accomplished by contract and for built-to-suit in-house projects.
- Assists in the development and maintenance of policies, procedures, and design and construction standards to assure conformance with design criteria and compatibility with existing facility/campus features.
- Coordinates and oversees the solicitation of most professional services contracts including Program Managers.
- Serves as advisor to the department for facility related code compliance and regulatory issues.
- Establishes and maintains a safe environment for employees under charge.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Assists with and assures the accuracy of data reported, and timely submission of all Board reporting requirements including presentation materials.
- Develops guidelines and maintains aesthetic controls established by the university.
- Document steps taken to assure HUB participation, assure that all vendors do the same.
- Performs other duties as requested.

EDUCATION

Bachelor's degree in architecture, engineering or construction management required.

EXPERIENCE

Eight years of mid to upper level management with six or more years of progressively responsible professional experience in planning, contract administration, technical supervision, and construction and/or project management. Demonstrated experience in multi-tasking to include managing major projects/programs in multiple location and cities. Licensees/Certifications/Registration: Texas Professional Registration preferred.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required by the university for Driver's Authorization.

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Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to organize and execute small and large projects with excellent results.
- Experience with permitting, code compliance and local, state, and federal regulatory requirements.
- Technical writing skills sufficient enough to author contracts, specifications, reports, and general office, university or divisional policies and procedures.
- Working knowledge of complex and detailed technical contract language.
- Excellent interpersonal communicative and strong organizational skills.
- Good computer software skills including MS Word, Excel, AutoCAD, etc.
- Advanced knowledge of industrial construction, community development, and relevant statistical and research methods.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management.

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Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.