

DESCRIPTION: Coordinates 309 Task Force processes of reviewing, approving, allocating, inspecting and overseeing 309 Task Force funded capital development and improvement projects—for State Government agencies. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: This position is distinguished from the Architect class by an emphasis on the allocation, approval and oversight of 309 Task Force funds that are used on a statewide basis for most State Government agencies, including the state college system and the University of Nebraska system.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Reviews and approves the design, construction plans, and procurement for all 309 Task Force funded project contracts.

Reviews and approves project plans and specifications for all 309 Task Force funded projects.

Reviews and analyzes all requests for 309 Task Force funding. Makes allocation recommendations to 309 Task Force Administrator. Calculates cost estimates and plan proposed projects; determines allocation amounts.

Works with Administrative Services Budget Office to coordinate costs and funding allocation for 309 Task Force funded projects. Monitors all allocations, revenues, and project fund balances in coordination with Administrative Services Budget Office.

Writes project allocation and description to define the scope of projects and the agency's matching funding requirements.

Coordinates and reviews the progress of 309 Task Force projects with State agencies and the 309 Task Force Administrator.

Prepares 309 Task Force allocation master plan; determines future projects, costs, and funding requirements.

Assists agencies with non-309 Task Force funded projects as requested; provides technical and architectural advice to agencies, reviews non-309 Task Force project plans and specifications, provides architectural related advice to agencies.

Prepares and presents reports and/or testimony to public officials including senators, the legislature, and the Governor's staff as needed.

Represents the 309 Task Force Administrator in his/her absence.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

G55120 – ARCHITECT – 309 TASK FORCE (continued)

Knowledge of: the theories, principles and practices of architecture; architectural design, terminology, and techniques; estimating, planning, and project administration through project architect experience; construction procurement methods; codes; bid plans, specifications, contracts, and change orders.

Skill in: reading and reviewing plans and specifications; inspecting building conditions and projects; creating estimates for projects and planning future projects and allocations; creating spreadsheets and other analysis documentation; making recommendations and writing reports.

Ability to: administer and oversee projects; communicate architectural technical issues to lay persons, other design professionals, and public officials; monitor project and allocation fund balances; deal effectively with a variety of issues and persons; interpret technical data; to prepare technical reports, to plan, organize and direct professional, skilled and semi-skilled subordinates; to maintain cooperative relationships and to communicate effectively.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Master's or five-year accredited degree in architecture plus seven years of experience in architectural planning, design and project administration, five years of which have involved existing building envelope (roofs, walls, doors & windows) improvements, and three years of which have been in a supervisory position; requires registration as a professional architect in Nebraska or NCARB certification.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).