



STAFF ARCHITECT

General Summary

Assist the State of New Mexico in acquiring the highest value in design and construction of State facilities.

Staff Architect

Jobcode: X64011

Pay Band: 90

FLSA Status: Exempt

Distinguishing Characteristics

This classification is the sole, statutorily required Staff Architect for the State of New Mexico.

Minimum Qualifications

Master's Degree in Architecture from an accredited college or university and ten (10) years of experience in architectural design, project management or construction management.

*Essential Duties and Responsibilities**

- Manages and directs overall development efforts for Division projects and programs.
- Serves as source of information for local public body representatives, contractors, architects-engineers (A-Es), suppliers, etc., on Facilities Management Division (FMD) activities, and project delivery best practices.
- Serves as the design authority for capital construction projects.
- Evaluates capital project budgets, scopes and schedules for adequacy and adherence to functional and operational requirements.
- Assists the director of the Facilities Management Division in carrying out the provisions and requirements of the Property Control Act.
- Provides guidance and supervision to the Capital Projects Team Leader and other architects and engineers within the division.
- Reviews plans and specifications developed by architects or engineers contracted for the construction of new buildings or for the remodeling or renovation of existing state buildings under the jurisdiction of the division.
- Develop plans and specifications for state projects whose expenditures do not exceed five hundred thousand dollars (\$500,000) and that consist of repair, replacement or remodeling of nonstructural elements.

Bargaining Unit: Not Represented

Statutory Requirements: Must be a legal resident of New Mexico and a registered Architect in the state of New Mexico (61-15-1 through 61-15-13 NMSA 1978 and 16.30.1 through 16.30.4 NMAC) for a minimum of two (2) years.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Working Conditions: Work is performed in an office setting. Late hours, weekend, and callback work may be required. Will be exposed to regular periods of video display terminal and keyboard usage and stressful situations. Some travel may be required.

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Established: 04/28/2014

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*