



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

OFFICE OF THE DEPUTY FOR SCHOOL EFFECTIVENESS SCHOOL FACILITIES BRANCH

August 23, 2019

- POSITION TITLE:** Administrative Program Manager III - **School Facilities Architect**
- POSITION NUMBER:** 224830 (JobAps #19-005474-0004)
- SALARY:** State Salary Grade 21
Annual Salary Range: \$63,925 to \$93,364
- LOCATION:** 200 West Baltimore Street
Baltimore, MD 21201
- NATURE OF WORK:** This is a management position designated as a special appointment within the School Facilities Branch serving as an educational facilities specialist responsible for providing technical assistance to local school systems and approving major renovation and construction projects.
- DUTIES AND RESPONSIBILITIES:** Reviews and recommends for approval all phases of the architectural design and contract awards for major renovation and construction projects for school facilities; provides technical assistance to local school systems for environmental issues, relocatable classroom buildings, and developing schematic designs; ensures that school architectural design projects comply with regulations concerning site approval and program accessibility; develops and implements facilities planning guidelines; coordinates meetings and conferences for school facilities staff throughout the State; serves as a member of the Education Section of the Interagency Commission on School Construction.
- MINIMUM QUALIFICATIONS:**
- EDUCATION:** A Master's Degree or equivalent 36 post-baccalaureate credit hours of course work in Architecture from an accredited college or university; possession of a current license as a professional architect in Maryland or in a state with comparable requirements is required.
- EXPERIENCE:** Four (4) years of experience as a licensed professional architect in the design of major institutional buildings are required. Educational or K-12 facilities planning experience is desired.
- NOTE:** A Bachelor's in Architecture and two years of additional experience as defined above may be substituted for the Master's in Architecture.
- ESSENTIAL REQUIREMENTS:** Knowledge of the principles and practices of architecture; knowledge of institutional construction and renovation practices; knowledge of educational programs and public school systems operation; knowledge of applicable state and local school design standards, guidelines and codes; knowledge of state and local capital planning, budgeting, design review, and contracting requirements; skill in managing and coordinating multiple project reviews and delivering timely technical assistance to school system clients; ability to communicate effectively to school facilities professionals; ability to establish and maintain effective working relationships; ability to prepare well written and illustrated materials; ability to make effective presentations to large and small groups.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](https://www.marylandpublicschools.org/MSDE/JobAps) (or complete an MSDE Application on [marylandpublicschools.org](https://www.marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for **School Facilities Architect #224830 (JobAps #19-005474-0004)**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at:

<http://www.marylandpublicschools.org/about/Pages/OHR/Employment.aspx>

Appropriate accommodations for individuals with disabilities are available upon request.

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *travel throughout the state are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration please submit your application by **September 13, 2019** – Open until filled.