

ARCHITECT IV

NATURE AND VARIETY OF WORK

This is advanced principal level professional, technical, and administrative work in the architectural occupation whereby incumbents assume a lead role in the development, coordination, and implementation of major physical, spatial, or scenic concepts, designs, and models. Incumbents may supervise a subordinate staff on major complex architectural assignments, but the high level/degree of complexity, coordination, independent judgment, action, and initiative exercised may equate to the IV level. Work is performed under the general direction of a higher level managerial position. Work is evaluated based upon the completion of assignments and the fulfillment of established departmental goals and objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs principle professional and administrative architectural work designed to preserve and enhance the County's environment.

Plans and coordinates the activities of a major and complex architectural projects from initial inception to ultimate completion; in accordance with established guidelines, rules and regulations.

Confers with department heads, management officials, and employees in order to promote and complete assigned projects.

Negotiates design/construction contracts with architectural consultants/and or construction contractors as appropriate.

Establishes evaluation criteria; convenes and leads committees in reviewing architectural proposals.

Conducts meetings with consultants, contractors, other County agencies and/or utility companies on matters essential to expedite architectural designs.

Prepares detailed recommendations, narrative reports, and related work products reflective of departmental goals and objectives.

Develops schematic architectural designs for feasibility studies of proposed projects

showing costs, schedules and technical parameters.

May supervise the activities of a subordinate architectural staff.

Represents the County on various public task forces, committees, etc.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the complex principles and practices of the architectural field and the ability to apply these principles and practices.

Thorough knowledge of Federal, State and local building/construction codes and regulations.

Skill in monitoring and coordinating large scale architectural projects.

Skill in negotiating and developing contract agreements for architectural services.

Ability to coordinate a subordinate architectural staff.

Ability to prepare management reports.

Ability to tactfully, effectively and equitably deal with others.

MINIMUM QUALIFICATIONS

Masters Degree in Architecture or related field from an accredited college or university; plus three (3) years of progressively responsible professional and analytical experience in architectural design work at the advisory or lead worker level; or equivalent combination of education and experience.

CREATED: 10/88