

## ARCHITECT V

NATURE AND VARIETY OF WORK

This is management level architectural and administrative work which includes the responsibility for one of the following assignments: (1) directing the activities of a major division of the department to which assigned; or (2) providing complex staff assistance to high level management personnel. Incumbents participate with high level management personnel in the continual review, appraisal and evaluation of architectural projects and programs. Work activities are evaluated for the degree to which they successfully contribute to the accomplishment and fulfillment of the goals and objectives of the department. Work is performed under the general supervision of a higher level management official.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined the Personnel Law Section 16-102(59).

Assists high level management personnel in defining organizational goals and objectives; developing general and specific methods and programs necessary for achieving the established goals and objectives; establishing administrative and budgetary policies and procedures; coordinating the various architectural design related programs within the County.

Plans and conducts architectural research in problem areas of considerable scope, difficulty and complexity and require sophisticated research techniques.

Plans, directs and evaluates the work of a large groups of professional, supervisory, para-professional, technical, clerical and other personnel engaged in the development or architectural design work.

Represents the department to which assigned and the County at seminars, conferences and meetings with citizens, elected officials and municipals, state, federal and other government agencies.

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

Prepares detailed recommendations, narrative reports, and related work product reflective 5614 -

of departmental goals and objectives.

Develops schematic architectural designs for feasibility studies of proposed projects showing costs, schedules and technical parameter.

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 architectural design practices and principles and the current developments and literature in the field of architectural design required by the position.

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

Skill in negotiating and developing contract agreements for architectural services.

Ability to supervise and direct a large group of diversified personnel including the planning, assignment and evaluation of work of a major project.

Ability to prepare and present written and oral reports related to technical architectural design subjects, the policies of the County and general information related to the overall architectural program.

Ability to establish and maintain effective working relationships with associates, other employees, representatives of other governmental agencies, elected officials and the general public.

Ability to prepare budgets.

### 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 of which at least two (2) years must have been at the supervisory level; or equivalent combination of education and experience.

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CREATED: 10/88