# Chief Architect - Template Job Description (DRAFT)

### Chief Architect

#### Job Classification

* Regular, full-time employee
* Eligible for benefits
* FLSA category: Exempt
* EEO categories:
  + Executive/senior-level officials and managers
  + First/mid-level officials and managers
  + Professionals

#### Department or Division

* Office of the Mayor
  + Senior Advisor to Mayor
  + Special projects/capital improvement projects
* Office of the City Manager
* Economic Development
  + Business development services
* Planning, zoning or community development
  + Urban design
  + Preservation
* Buildings, permitting or codes
* Public Works, or facilities
  + Public buildings
* Resilience, sustainability or environment

#### Salary

* Annual salary, TBD

#### Purpose

The Chief Architect directs the *Office/Department/Division*, leads activities related to *architecture, urban design, sustainability* on *city-owned/operated projects*, and provides leadership in the development and refinement of urban design and architecture policies.

The Chief Architect is responsible for administrative, technical and supervisory duties, which may include leading the development, coordination and oversight of large and complex *capital improvement projects, public works projects, and tenant-occupant improvement projects*. The Chief Architect may also direct staff or perform certain professional architectural work involving planning, design, development, construction, renovation, or maintenance of *city-owned/operated projects*.

The Chief Architect may frequently work with department heads, consultants, contractors and other parties on specific projects, and review plans, specifications and construction work for compliance with city objectives and other urban design and architecture criteria.

#### Essential duties, functions and responsibilities

Implement the mayor’s design vision for the city

* Create and foster initiatives that strengthen the City's sense of place.
* Provide input into programs, policies and procedures related to the city's built environment.
* Direct design review of *new and infill projects* to ensure adherence to mayor’s objectives and city policies.
* Develop and revise city’s design policies through collaboration with staff, board members, citizens, and others.
* Create, implement, and maintain design guidelines in accordance with city policies.
* Oversee implementation of sustainability requirements for city projects.
* Research, monitor and communicate, emerging policies, procedures, or standards and recommend updates when necessary.

Support the development of private projects

* Meet with applicants to review proposals for new buildings and modifications to existing structures, for conformance with mayor’s objectives and city’s development plans and policies.
* Provide excellent customer service by clearly and proactively communicating city requirements with applicants.
* Work with developers and architects to provide advice and guidance to address design challenges and facilitate solutions that meet mayor’s objectives and comply with city’s policies.

Increase collaboration to streamline development processes

* Identify and resolve problems between architects, city departments, state and federal officials, and other parties.
* Participate in the development and implementation of city goals, objectives, policies, and priorities related to the built environment.
* Serve as liaison to mayor, other departments, city council, boards, commissions, and committees.
* Provide regular briefings to the mayor, city council, and department leaders on major projects, including present and potential work problems and suggestions for addressing such problems.
* Seek out individuals and organizations that may present alternate perspectives.
* Work with staff to evaluate *department or division* operations and implement process improvements to reduce delays, improve workflow and increase transparency.
* Ensure a cohesive and comprehensive approach to architecture and urban design by working with other city divisions or departments, and outside groups.

Facilitate community engagement

* Serve as a liaison to civic and business groups, neighborhood organizations, public entities, professional organizations, and the development, design and construction industry.
* Develop workshops, webinars, and publications to educate stakeholders on architecture and urban design issues, and to explain city design policies, plans and procedures.
* Responds to citizens' questions and comments in a courteous and timely manner, and coordinate regularly with other departments to ensure effective and efficient communication.
* Support community dialogue and build consensus on complex urban design, architecture and planning issues.

Provide in-house design services and manage limited architectural projects

* Prepare and compile information regarding design, specifications, materials, equipment, cost and timeline for projects.
* Develop various concept design solutions and prepare architectural drawings.
* Prepare specifications for materials and products; identify satisfactory substitutes
* Ensure the integration of sustainable design and construction principles and perform related design analysis.
* Affix professional stamp and seal to construction documents.
* Develop construction documents, technical specifications and estimates suitable for competitive bidding by general contractors.
* Develop bid packages, participate in the selection of contractors, and negotiate contracts
* Maintain records and prepare necessary reports.
* Inspect construction work in progress for compliance with plans and specifications, authorize changes as necessary.
* Inspect completed work, develop final punch lists, and close out projects.

Manage major city-owned projects in support of city’s architecture and urban design policies

* Oversee design and construction for new capital building and major renovation projects, including developing project budgets, and reviewing and approving plans and specifications.
* Prepare, negotiate, and revise professional services agreements between city and contracted architects, and evaluate and approve performance of architectural consultant services.
* Recommend suitable consultants for city projects.
* Serve as the liaison for *department or division* in retaining architectural services and coordinating design preparation and contract documentation in collaboration with all city departments.
* Participate in project management activities for architectural aspects of city projects.
* Provide technical advice and assistance to resolve design issues.
* Review contract documents, including plans and specifications, for large architectural projects.
* Provide technical and professional assistance in developing bidding requirements and participate in selecting contractors.
* Conduct pre-bid conferences, tabulate bid results, conduct pre-construction conferences
* Oversee performance of contractors to ensure quality of work and timeliness of delivery is within budget and in accordance with the terms and conditions of contracts.
* Reviews and approve contract change orders and payment requests.

Identify development opportunities and evaluate project feasibility

* Work with development community to identify vacant or underutilized project sites.
* Recommend funding sources for renovation and new construction on city-owned property.
* Provides technical support on city schematic project plans and budgeting
* Provide initial project estimates and serve as a technical advisor for development feasibility studies.
* Evaluate potential city leases and acquisitions, and make recommendations on whether facilities are appropriate for city’s needs

#### Additional duties

Department & Personnel Management

* Manage the operations of the *department or division*, including developing long and short-term objectives, strategies and programs, and ensuring an efficient organizational structure.
* Prepare a budget, and monitoring expenditures.
* Interview, hire, train, and evaluate staff
* Assign work, monitoring progress, establish project deadlines, appraise performance, address complaints and resolve problems.
* Empower staff by educating, motivating, and inspiring them to achieve excellent architecture and design that embodies the principles, policies and goals of the city.
* Foster a collaborative environment among staff, boards and applicants.
* Works with the mayor, council, boards, and commissions to represent the interests of the city.

Boards and Commissions (as applicable)

* Administer and oversee the management of architectural design review boards.
* Establish a trusted working relationship with board members and bring board processes into conformity with adopted ordinances while empowering board members to make good decisions in keeping with legal standards for quasi-judicial boards.

#### Supervisory responsibilities

* The Chief Architect supervises a workgroup of architects and other professional, technical and administrative staff involved in architectural projects with the city.

#### Supervision received

* The Chief Architect reports directly to *TBD* and receives general direction from *TBD*.

#### Preferred qualifications

* A keen eye for design and the ability to clearly convey design concepts, working with others to improve architectural and site design proposals at varying scales.
* Exceptional skill with written, verbal, and graphic communication, as well as public speaking.
* Demonstrated understanding of architectural history, building typologies, style and the coherent assembly of streets, blocks, neighborhoods, districts and cities.
* Demonstrated interest in public policy, government operations, and working with members of the public and the development community.
* Demonstrated experience working with architecture and urban design-related regulations

#### Knowledge

* Architectural principals, practices, methods and techniques, and their application to design, construction and the improvement of buildings
* Methods and techniques of graphic communication
* Urban design, landscape design, historic preservation, and city planning principles
* Land development and transportation planning principles
* Sustainable design
* Principles of public administration, including government organization and operations
* City processes for project implementation and review
* Program and budget development
* Principles and practices of leadership, management, supervision, evaluation and training
* Construction contract preparation, administration and negotiation
* Building construction and renovation project management methods, practices, and techniques
* Federal, state and local ordinances, codes and regulations

#### Skills and abilities

* Analyze complex problems, evaluate alternatives, and make creative recommendations.
* Design, plan, organize, direct, and coordinate architectural projects to accomplish city objectives.
* Develop and monitor project budgets and provide accurate cost estimates.
* Motivate, supervise, evaluate and train professional staff.
* Provide professional architectural project management services, including effectively directing the activities of staff, contractors and consultants.
* Appraise project proposals, considering budget constraints and federal, state, or other funding.
* Analyze and interpret design documents, including architectural drawings, sketches, construction plans, diagrams, and specifications.
* Evaluate and prioritize multiple assignments and business needs to meet critical deadlines, and coordinate work at various stages on multiple projects simultaneously.
* Observe, monitor and evaluate work in progress to determine compliance the project requirements.
* Perform technical research, prepare related reports and provide technical guidance.
* Facilitate negotiations amongst various parties with conflicting needs and priorities.
* Interpret and explain city policies and procedures.
* Represent the city effectively in meetings, including making presentations
* Establish and maintain effective working relationships with city staff, citizens, public and private organizations, businesses, and others contacted in the course of work
* Communicate clearly and concisely, in both verbal and written formats, to a variety of audiences
* Exercise good judgment, tact, and diplomacy in public and private communications.

#### Minimum Requirements

##### Education and Experience

* Master’s degree in architecture from a NAAB accredited college or university.
* Five (5) years of professional experience as a *Registered or Licensed Architect.*
* Considerable professional experience in building design, construction, renovation or related work, in a supervisory or management capacity.

##### Licenses and Certifications

* Possess a current *registration or license* as a Professional Architect *in State*.
* LEED Professional Accreditation is desirable
* AICP is desirable

##### Additional Requirements

* Possess of a valid *State* Driver's License
* Ability to pass a background check and drug screen.

# City Architect – Job Description Examples (Existing Positions)

## Albuquerque, New Mexico

### City Architect

(Closed date: 1/25/2019)

#### Salary

$62,899.20 - $76,024.00 Annually

#### Job Type

Full Time

#### Department

Municipal Development

#### Division

MD-CIP IDOH Projects

#### Position Summary

Provide professional architectural services for all Capital Implementation Projects involving buildings and other special projects as assigned; coordinate, oversee and monitor architectural aspects of project construction; ensure the cost-effectiveness of City architectural projects and provide highly complex technical support to the CIP official.

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.*

#### Minimum Education & Experience

Related education may be substituted for experience on a year for year basis.

bachelor’s degree from an accredited college or university in architecture or a related field, plus seven (7) years of professional architectural experience to include management of commercial and/or residential projects.

Additional Requirements

Possession of a valid Driver's License or the ability to obtain by date of hire.

Possession of a City Operator's Permit (COP) within six (6) months from date of hire.

Possession of registration as a Professional Architect in the State of New Mexico.

#### Preferred Knowledge

* Principles and practices of supervision, evaluation and training
* Modern and complex principles and practices of architecture
* Construction contract administration and negotiation
* Building construction methods, materials and techniques
* Occupational hazards and standard safety practices
* Pertinent Federal, State and local laws, codes and regulations

#### Preferred Skills & Abilities

* Supervise, evaluate and train professional staff
* Provide professional architectural project management services to a large municipality engaged in a comprehensive commercial and residential development program
* Interpret blueprints, working sketches, construction plans and diagrams
* Prepare accurate labor and materials cost estimates
* Evaluate and prioritize tasks; work on multiple projects simultaneously under deadlines
* Inspect, monitor and evaluate work in progress
* Prepare highly complex technical documents and reports
* Facilitate negotiations amongst various parties with conflicting needs and priorities
* Interpret, explain and enforce City policies and procedures
* Establish and maintain effective working relationships with those contacted in the course of work
* Communicate clearly and concisely
* Perform the essential functions of the job with or without reasonable accommodation

#### Supervision Received and Exercised

* Receive general Direction from the CIP official
* Exercise direct supervision over professional, technical and clerical staff.

#### Essential and Supplemental Functions

##### Essential Functions (Essential functions may include, but are not limited to the functions listed below)

Participate in project management activities for architectural aspects of capital implementation projects, including the development of project status reports; recommend funding for renovation and construction of capital projects; estimate project construction costs; identify and resolve problems between architects, City and Federal officials and other parties involved in the process

Serve as a member of the contract management review committee when considering architectural agreements; provide technical and professional input regarding forms development and bid specification procedures

Prepare, negotiate, and revise architectural professional services agreements between the City administration and the contractual architects; evaluate and approve architectural consultant services on capital implementation projects

Serve as technical resource to the selection advisory committee; recommend suitable consultants for City projects to department directors and committee members

Review contract documents for architectural projects; review and approve architectural plans and specifications; establish and maintain design standards for City-owned buildings.

Serve as a technical advisor to the Capital Implementation Program Official for architectural services on specialized building projects.

Serve as technical resource to City departments on architectural aspects of capital implementation projects; assist in project scheduling and management; review master plans, sector plans and facility plans for CIP input to City-wide processes.

Meet with civic, business, and government groups and the general public to explain departmental policies, plans and procedures

Serve as a technical advisor for feasibility studies on potential City leases and acquisitions; inspect facilities and make recommendations on whether facilities are appropriate for City’s needs

Prepare and compile information regarding design, specifications, materials, equipment, estimated cost and timeline for assigned projects

Plan and coordinate the layout of an assigned project; integrate architectural and construction elements into a unified design; prepare scale and full-size drawings for the review and approval of interested parties and agencies.

Select, train, motivate and evaluate staff; provide and coordinate staff training, work with employee to correct deficiencies.

Participate in the development and implementation of goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures.

##### Supplemental Functions

Conduct post-evaluation inspections of newly-erected City Owned buildings to determine effectiveness of space utilization.

Maintain awareness of new developments in the architectural field; incorporate new developments into programs, as appropriate.

Perform related duties and responsibilities as required.

#### Minimum Education and Experience Requirements

*Related education may be substituted for experience on a year for year basis.*  
  
Bachelor's degree from an accredited college or university in architecture or a related field, plus seven (7) years of professional architectural experience--including the management of commercial and/or residential projects or a Master’s degree from an accredited college or university in architecture or a related field, plus five (5) years of professional architectural experience.

Additional Requirements  
Dependent on position may require a New Mexico Driver’s license and a City Operator’s Permit (COP)

Possession and registration as a Professional Architect in the State of New Mexico

#### Working Conditions

Environmental: Office and field environment; travel from site to site; occasional construction site environment; exposure to noise and dust; exposure to inclement weather conditions; exposure to computer screens.

Physical: Essential and supplemental functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time; operating motorized vehicles.

#### Supplemental Questions

Question 1: Select the highest level of successfully completed related education as identified by the minimum requirements.

* No High School Diploma or GED
* High School Diploma or GED
* Non/degree accredited hours (some college)
* Associates
* Bachelors
* Masters
* Juris Doctorate
* Doctorate

Question 2: If you selected non/degree accredited hours for question #1, identify the total number of hours which were successfully completed with a passing grade and are related to the minimum education and/or experience.

Question 3: For relevant degree(s) obtained, identify the major field of study.

Question 4: How many years do you possess of professional architectural experience to include management of commercial and/or residential projects?

Question 5: Briefly describe your professional architectural experience to include management of commercial and/or residential projects.

Question 6: Do you possess a valid Driver's License or have the ability to obtain by date of hire?

Questions 7: Do you possess a registration as a Professional Architect in the State of New Mexico?

## Austin, Texas

### City Architect

(Last revised: August 08, 2017)

FLSA: Standard/Exempt

EEO Category: (20) Professionals

Class Code: 10635

Salary Grade: CB7

#### Purpose

Under general direction, plans, coordinates and manages business activities related to architectural, urban and sustainability planning for the City of Austin Capital Improvement Program (CIP) projects.

#### Duties, Functions and Responsibilities

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

Manages and oversees architectural project management for CIP projects to ensure City architectural requirements, initiatives, and standards are incorporated into municipal project design and construction.

Creates, implements, and maintains design guidelines and space planning standards for municipal architectural projects to ensure adherence to defined industry best practices and standards as well as local and federal guidelines and regulations.

Provides expert technical advice and assistance to resolve design and design change issues to project engineers, project managers, City management, field personnel, contractors, and other stakeholders.

Conducts architectural and sustainability review of CIP projects in accordance with established Public Works Quality Assurance policies and protocols.

Plans, oversees, and monitors budget preparation and adherence.

Oversees the review and selection of external contractors or consultants and may assign to City projects or programs based upon appropriate areas of expertise.

Oversees implementation of Council Resolutions for sustainability requirements for all City architectural projects.

Facilitates the incorporation of safety, health, sustainability, maintainability, the arts, local history and cultural identities in City projects.

Serves as liaison on behalf of the Public Works Department to community and neighborhood groups, public entities, professional organizations, boards, commissions, committees, City Council, and other City departments.

Affixes seal of approval onto construction documents to ensure readiness for regulatory approval, permitting, and construction.

#### Responsibilities - Supervisor and/or Leadership Exercised

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

#### Knowledge, Skills, and Abilities

* Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
* Knowledge of theoretical and practical architectural principles, methods, and techniques and their applications to the design, construction, and construction management or imporvement of buildings.
* Knowledge of building construction, building materials, and building trades.
* Knowledge of construction project management methods, practices, and techniques.
* Knowledge of urban design, city planning principles, and landscape design.
* Knowledge of capital improvement programs.
* Knowledge of sustainable design strategies and LEED rating system.
* Skilled in supervising and planning the work of others.
* Skilled in establishing and maintaining effective working relationships with other City employees and the public.
* Skilled in analyzing comprehensive architectural design specifications and documents.
* Skilled in prioritizing multiple assignments, projects, and business needs.
* Skilled in implementing Project Management Standards as developed by Project Management Institute.
* Ability to read and interpret architectural plans, specifications, and drawings.
* Ability to observe, compare, or monitor and determine compliance with prescribed operating or safety standards.
* Ability to exercise good judgment, tact, and diplomacy in all public contacts.
* Ability to communicate in both verbal and written formats to a variety of audiences.
* Ability to develop cost estimates.

#### Minimum Qualifications

Bachelor’s degree in Architecture from an accredited university; plus (10) ten years of experience as a Registered Architect, (3) three years of which were in a supervisory or management capacity.

#### Licenses and Certifications Required

Must be a Registered Architect by the Texas Board of Architectural Examiners.

## Charleston, South Carolina

### Director of Preservation & Urban Design/City Architect

(Closed Date: 11/1/2023)

#### Salary

$101,999 – $115,354

#### Job Description

The City of Charleston is looking for a Director of Preservation and Urban Design to join our team!

The Director of Preservation and Urban Design plays a key role in shaping the built environment throughout the city. Their duties include ensuring the historic preservation within the City and managing processes that regulate architectural design, site design, signage, and requests for demolition.

The Director of Preservation and Urban Design serves as the Preservation Officer and City Architect and manages the operations of the Preservation and Urban Design Division within the Department of Planning, Preservation and Sustainability. The Director supervises a workgroup of six (6) staff members that reviews applications for historic preservation and new construction within the City’s locally adopted historic districts, peninsula, and suburban corridors. The Director performs these tasks by interpreting and enforcing adopted zoning ordinances, design principles, policy statements, and Secretary of Interior Standards. In this position, you will:

* Administers, interprets, and enforces adopted zoning ordinances, design principles, policy statements, and Secretary of Interior Standards related to historic preservation and urban design.
* Serve as the Preservation Officer and liaison for Section 106 local, state and federal project reviews.
* Oversee the management of three (3) review boards including the Board of Architectural Review – Large (BAR-L), Board of Architectural Review – Small (BAR-S), and the Design Review Board (DRB). This includes managing a robust but tight schedule of deadlines, reviews, and meetings.
* Serve as the administrator for the Board of Architectural Review – Large, which reviews applications for projects over 10,000 square feet and provide staff recommendations to the board in public meetings.
* Meet with applicants to review proposals for new structures, modifications to existing structures, demolition requests, and signage within various zoning districts.
* Provide advice to applicants to facilitate code and policy compliance of proposed work by reviewing requirements and advising appropriate plan modifications.
* Review plans and construction documents in detail for conformance with approved development proposals.
* Perform site inspections of projects that are under construction and completed.
* Prepare the Certified Local Government Report for the SC State Historic Preservation Office and other annual and quarterly reports.
* Serve on the Mayor’s Design Review Committee for projects within the public realm.
* Provide regular briefings to department leadership and Mayor regarding operations and projects
* Collaborate with other divisions, departments, and organizations that may present alternate perspectives.
* Manage personnel, board membership and applicants by:
* Organizing and managing the workflow and review of approximately 2,200+ applications and a year and six board meetings a month.
* Empowering staff by educating, motivating, and inspiring them to achieve excellent architecture and design that embodies the principles, policies and goals of the City and the Department.
* Fostering a collaborative environment among staff, boards and applicants.
* Establishing a trusted working relationship with board members, helping to bring board processes into conformity with adopted ordinances while empowering board members to make good decisions in keeping with legal standards for quasi-judicial boards.
* Providing excellent customer service by clearly and proactively communicating with applicants.
* Developing an annual work plan for the division.
* Developing workshops, webinars, and publications for staff, board members, applicants and the public regarding historic preservation and design.
* Organizing and leading training sessions for board members.
* Investigating complaints and inquiries related from the public.
* Improve the division’s process, practices, and policies by:
* Working with division and department staff to evaluate all aspects of the division’s operations to streamline processes, improve workflow and increase transparency
* Fully applying and implementing the BAR Principles and ordinances as adopted by City Council and utilizing these as a basis for design review.
* Aligning division operations with the mission of the department to support for the production of housing and City-sponsored capital projects
* Implementing other process improvements as identified in collaboration with staff and department leadership
* Administering design and preservation policies with an understanding of broader issues related to housing affordability, equity, climate change, and economic development.
* Develop and revise preservation and design policies through collaboration with staff, board members, citizens, and others.
* Perform other duties as assigned.

#### Minimum Qualifications

* Master’s degree or equivalent in Historic Preservation, Architecture, Urban Design, Planning, or related field; and 10 years of related experience.
* Knowledge of the Secretary of Interior Standards for the Treatment of Historic Properties, architectural preservation measures, knowledge of construction methods and techniques, design sensibility, and the ability to critique architectural design proposals of varying scale are all required.
* State-issued driver’s license
* Thorough knowledge of Microsoft Office and Adobe Creative Suite

#### Preferred Qualifications

* The ideal candidate will:
  + Be licensed as an Architect by the South Carolina Board of Architectural Examiners or have an NCARB Certification and obtain state licensure within 3 months of hire.
  + Possess a keen eye for design and the ability to clearly convey design concepts, working with others to improve architectural and site design proposals at varying scales.
  + Be an effective communicator with exceptional skill with written, verbal, and graphic communication, as well as in public speaking.
  + Demonstrate an understanding of architectural history, typology, style and the urban assembly of architectural types into coherent streets, blocks, neighborhoods, districts and cities.
  + Demonstrate an interest in attainable and equitable housing, mobility, the public realm, planning, public processes, policy-making, governmental transparency, and working with members of the public and development community
  + Show expertise in the materials, details and construction methods of traditional architecture and have knowledge of architectural preservation techniques and methods.
  + Submit a portfolio of work.
  + Have experience working with architectural regulation and/or with municipal review boards
  + Demonstrate an understanding of interrelated issues and potential solutions related to design, preservation, sustainability, and equity.
  + Have hand drawing and digital drawing abilities.
  + Have experience leading/facilitating public meetings.

#### Source

<https://www.governmentjobs.com/careers/charleston-sc/jobs/3605197/director-of-preservation-urban-design-city-architect>

## Des Moines, Iowa

### Assistant City Architect

(Closed date: 11/12/2024)

#### Salary

$97,136.00 - $122,948.80 Annually

#### Job classification

Regular Full-Time

FLSA - Exempt

#### Department/Division

City Manager Office; Facilities Maintenance

#### Distinguishing Features of the Class

Performs architectural and other related services for the City; develop concepts, create designs, prepare plans, specifications, construction estimates and contracts, and perform project management activities in development of a wide variety of architectural projects, especially facilities for fire department, police, library or other City departments; performs directly related work as required. Experience, professional license and the performance of additional supervision, oversight, complexity of projects and certification of plans as a licensed Architect distinguish this class from the class of Architect I. Incumbent supervises the work of surveyors, engineering and graphic technicians and other employees involved in architectural projects within the city. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other employees in the Facilities Division, other City employees, business and community organizations, contractors, consultants, and the public.

#### Benefits

The City of Des Moines promotes a healthy work life balance and offers a comprehensive benefits package including:

* Residency Incentive
* Alternative Work Schedule Options
* Paid Volunteer Time-Off
* Parental Leave
* Vacation and Sick Leave Accruals
* 12 Paid Holidays
* Health/Dental/Life/LTD Insurance
* Wellness Programs and Activities
* Tuition Reimbursement and Continuing Education Programs
* Public Service Student Loan Forgiveness Benefit
* Defined Benefit Pension Plan through IPERS
* Deferred Compensation Plan matching up to 2.5%
* Voluntary Insurance Benefit Options
* Employee Discount Program

#### Acceptable Experience and Training

Graduation from a college or university accredited through the National Architectural Accreditation Board with a Professional Degree in Architecture; and

Considerable (3+ years) experience in building design, construction, renovation or related work; and

State of Iowa Professional Architectural license or equivalent license.

#### Required Special Qualifications

Possession of a valid State of Iowa Driver’s License or proof of equivalent mobility.

Ability to pass a background check.

Candidates for positions in this class must pass a post-employment offer physical examination and drug screen.

#### Examples of Essential Work (Illustrative Only)

Certifies and seals architectural documents;

Develops concepts, designs, plans, specifications, estimates, contract information and manages all facets of the construction of architectural projects;

Prepares contract submittals, including technical specifications, special provisions, bidding requirements, construction estimates, proposals and bid tabulation forms;

Obtains building permits, requests builder's risk insurance, conducts pre-bid conferences, tabulates bid results, conducts pre-construction conferences, negotiates change orders;

Conducts site inspections, develops final punch lists, closes out projects and performs related services as needed;

Collaborates with consultants and other City Departments to administer projects;

Provides technical support in developing project budgets as needed;

Develops construction documents and technical specifications suitable for competitive bids by general contractors, including supervising consultants and in-house staff, and assuring compliance with all applicable building codes and ADA requirements;

Reviews architectural projects completed either in-house or by outside architectural firms;

Works with boards and commissions as necessary, representing the interests of the City in architectural and project design;

Provides needed information and demonstrations concerning how to perform certain tasks to new employees in the same or similar class of positions;

Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;

Responds to citizens' questions and comments in a courteous and timely manner; Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;

Performs other directly related duties consistent with the role and function of the classification.

#### Assistant City Architect Supplemental Questionnaire

Question 1: I understand that college transcripts are required by the application deadline. I understand that failure to submit required documentation will result in application disqualification.

Question 2: I understand that an architecture license is required to be submitted by the application deadline. I understand that failure to submit required documentation will result in application disqualification.

Question 3: Describe your professional architecture experience, including where this experience was obtained and duration of experience. If using coursework, list course title and hours completed. If no experience, indicate "none".

Question 4: Describe your experience in building design, construction, renovation or related work; including where this experience was obtained and duration of experience. If using coursework, list course title and hours completed. If no experience, indicate "none".

## Kansas City, Missouri

### Architect Division Head (City Architect)

#### Department

MULTI

#### Status

EXEMPT

#### Summary

This is responsible administrative and supervisory professional architectural work as a division head directing major architectural programs involving the planning, design, development, construction, renovation, maintenance or operation of aviation, utilities, public works facilities and/or related projects.

Work involves administrative and technical responsibility for completion of major programs such as architectural design work in the planning and development of construction and/or renovation projects such as airports, bridges and roads, buildings, water and pollution control systems, air quality and solid waste programs and surface transportation systems. Frequent consultation with department heads, consultants, contractors and others concerned with specific projects is required in the design, review of plans and specifications and inspection of construction work for compliance with prescribed architectural criteria. Assignments are received in conference with a professional superior and employees of this class are expected to exercise broad independent judgment to resolve technical problems. Work is reviewed by a professional superior through observation, conferences and evaluation of written reports and plans for technical quality and adherence to department standards.

#### Duties and Responsibilities

* Designs, plans and assigns specific projects or areas of work to professional and technical subordinates.
* Reviews and approves completed plans, specifications, drawings and estimates.
* Confers with division heads and other departmental officials, consulting architects, contractors and others as project needs require.
* Represents the department in matters with other governmental agencies, private firms and the general public.
* Prepares budget estimates for the assigned division and assists in the development of departmental objectives, goals and programs
* Reviews vouchers and supporting field data for partial payments for work completed; approves payment per contractual requirements.
* Prepares specifications for materials and products; performs necessary research for satisfactory substitutes; investigates material(s) failure(s).
* Inspects construction work in progress for compliance with plans and specifications; approves and authorizes changes as necessary; interprets plans and specifications for inspectors and contractors.
* Develops and supervises training programs for new technical personnel.
* Maintains necessary records and prepares reports.
* Performs related work as required

#### Technical Skills

##### Extensive knowledge of:

* The principles and practices of architecture as applicable to departmental activities.
* Applicable construction and maintenance methods, materials, and equipment.
* Building construction and renovation methods and techniques, materials.
* Building codes, and equipment used.

##### Thorough knowledge of:

* Federal and state regulations applicable to departmental activities.
* Applicable city administrative code requirements.

##### Ability to:

* Design, plan, organize, direct, and coordinate the activities involved in accomplishing the overall objectives of the department engineering plan and supervise the work of subordinates.
* Appraise proposed capital improvements in light of capital budget and federal, state, and other matching funds.
* Understand and evaluate highly complex technical records and reports requiring extensive knowledge of system operations.
* Provide effective leadership and to establish and maintain effective working relationships with subordinates, municipal officials, representatives of other agencies, and the general public.
* Design, plan, organize and direct extensive architectural programs.
* Express facts and ideas clearly and concisely, orally and in writing.
* Prepare specifications, materials and cost estimates for a variety of architect projects.
* Adapt approved architectural methods and standards to the design and construction of a
* wide variety of projects.
* Perform related technical research, prepare reports and give technical advice

#### Education and experience

Six (6) years of progressively responsible experience as a Registered Architect.

#### Certificates/licenses/special requirements

* Within six (6) months of hire date, must be registered as a registered architect with Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects.
* Must pass a background check as prescribed by City.
* Will be required to pass a preemployment drug screen.

#### Supervisory responsibility

Supervision may be exercised over assigned professional architects and assistants.

#### Supervision received

Work is performed under close to general technical supervision of a professional superior.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

## Pasadena, California

### City Architect

#### Salary

$152,949.00 - $191,186.00

#### Definition

Under general direction, oversees the design, construction and renovation of municipal buildings and facilities; negotiates contracts with service providers; performs related work as assigned.

#### Class Characteristics

This single position class reports directly to the Department Director. The incumbent provides technical leadership and direction in the design and construction of municipal buildings and ensures that projects are completed within specified time frames and within the budget.

#### Class Data

PROBATIONARY WORK TEST PERIOD = One year

FLSA = Exempt

EEO = Officials/Admin

UNIT = PMA

#### Essential Functions

When a position is to be filled, the essential functions will be noted in the announcement of position availability.  
Oversees the design, construction and renovation of municipal buildings and facilities; develops project budget estimates; reviews and approves plans, specifications and estimates for capital building and major renovation projects.  
Develops and/or approves bid packages and participates in the selection of architects and contractors; negotiates contracts with service providers.  
Uses resources to ensure that projects are completed on time and within budget; enforces the contractual provisions; conducts final review of projects.  
Investigates and resolves problems that affect ongoing process and satisfactory completion of projects; consults with contractors, engineers, architects and other professionals on design and construction problems and issues; reviews and approves contract change orders and payments.  
Coordinates design and construction activities with other City departments, citizen committees and other agencies.  
May supervise administrative, technical and professional staff including project managers and inspectors.  
Develops a variety of correspondence, records, reports and reporting systems related to assigned projects; directs the maintenance of a variety of records.  
Regular attendance is an essential function of this classification.

#### Qualification Guidelines

Education and/or Experience  
Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include a bachelor's degree in architecture, and eight years of design, construction and project management experience including significant experience in building construction and major renovations.  
  
Knowledge, Skills and Abilities  
Thorough knowledge of current design issues, equipment, materials used in the building industry; planning, contracting and construction practices related to the construction/renovation of public buildings/facilities; codes and regulations governing building construction, renovation and procurement procedures; contract preparation; scheduling and estimating; administrative principles and methods, including goal setting, program and budget development, work planning and organization; equal employment/affirmative action guidelines and policies.  
  
Ability to effectively direct the activities of project management staff, contractors and consultants; develop and monitor multi-million dollar project budgets; simultaneously coordinate work at various stages of multiple and complex projects; identify and effectively resolve construction and contractor performance problems; coordinate the completion of large, complex projects on time and within budget; understand, interpret, and modify engineering and architectural plans and specifications; detect flaws in plans and workmanship; analyze complex administrative problems, evaluating alternatives, and make creative recommendations; represent the department effectively in meetings, including making presentations; establish and maintain cooperative working relations with a variety of citizens, public and private organizations and businesses, commissions/committees, and City staff; communicate clearly and concisely, both orally and in writing.

#### Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.  
Possession of current registration as a licensed architect is preferred.

## West Hollywood, California

### City Architect, Urban Design & Architecture Studio Manager

#### Job Summary

Manages staff in forming an overall urban design strategy for the City's civic architecture, infrastructure, public space and for private development's relationship to public space. Provides leadership in the development and refinement of new and existing urban design goals and policies.

Develops, coordinates and oversees large and complex municipal architectural projects, including planning, design, and construction activities of Capital Improvement Projects (CIPs), public works projects, and tenant improvement projects related to city-owned and/or leased facilities and open spaces.

#### Examples of Duties

##### Essential Job Duties: (All responsibilities may not be performed by all incumbents.)

* Carries out managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; and addressing complaints and resolving problems.
* Plans, coordinates, assigns, and monitors performance and coaches, counsels, mentors, trains, and advises employees in division for the dual goals of meeting department goals and employee career development; assists staff in the completion of assigned tasks.
* Creates and fosters initiatives that strengthen the City's sense of place; provides input into programs, policies and procedures related to the City's built environment and public spaces.
* Directs design review of new construction and infill projects to ensure adherence to urban design goals and policies as specified in the elements of the City's established General Plan, Specific Plans, zoning ordinances, and environmental review processes.
* Serves as a key member of the department in working with City divisions and departments, outside agencies, the general public, and local interest and community groups to provide a more cohesive and comprehensive approach to urban design.
* Works with project architects and developers to provide review and guidance of design, sustainability and development issues specific to proposed projects.
* Provides leadership to appropriate staff in the area of urban design and architecture.
* Facilitates community dialogue and building consensus regarding complex urban design, architecture and planning issues.
* Ensures the integration of sustainable design and construction principles with projects and conformance to plans, construction and safety standards; performs specialized design and research projects and analysis; and plans and evaluates short-term and long-range municipal architectural projects.
* Develops, prepares, maintains and monitors project management schedules, project budgets and construction management procedures. Ensures compliance with municipal codes, policy guidelines, safety standards, and federal and state laws.
* Reviews and evaluates designs, proposals, budget estimates and bid documents for Capital Improvement Projects (CIPs), public works projects, and tenant improvement projects related to city-owned and/or leased facilities and open spaces. Makes recommendations for procurement strategies and the award and negotiation of City contracts.
* Manages the development, coordination and preparation of plans and specifications for large and complex projects, implementation of sustainable goals, ADA improvements to City properties, recreational facilities, facility and building improvements and related architectural projects.
* Serves as the liaison for the Division in retaining professional architectural services and coordinating design preparation and contract documentation in collaboration with all City departments. Oversees and monitors the performance of consultants and contractors to ensure quality of work and timeliness of delivery is within budget and in accordance with the terms and conditions of contracts.
* Interprets and applies Americans with Disabilities Act (ADA) guidelines and interfacing with the City's CASP.
* Implements concepts of green buildings, sustainability, and Leadership in Energy and Environmental Design (LEED).
* Develops and manages the Division budget, including: conducting research; preparing projections; and monitoring expenditures.
* Represents the City and/or serves as a liaison and/or member of various committees/teams and collaborates, persuades, presents reports to and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.
* Researches, develops, interprets, communicates, and monitors policies, procedures, codes, standards, etc.; recommends improvement when necessary and writes/revises same.
* Plans long-range goals, objectives, management systems, organizational structure, and overall direction for the division; plans and implements short-term or annual goals, objectives, strategies, projects or programs to ensure efficient organization and completion of work.
* Attends meetings, participates, prepares reports and make presentations to City Council and various boards and commissions.
* Ensures quality standards and compliance with regulations are maintained.

##### Important job functions

* Prepares and/or reviews complex reports and analysis utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; relays and interprets administrative decisions, policies and instructions.
* Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
* Follows up on inquiries from various agencies, groups, media, etc., regarding department programs and services.
* Disseminates a variety of information to various agencies, divisions, or departments via telephone, mail or FAX.
* Performs other related duties as assigned.

##### Material and equipment used

* General Office Equipment
* Computer
* Vehicle

#### Minimum qualifications required

##### Education and Experience

* Bachelor's degree from an accredited four-year college or university in a related field; and,
* Five to seven years of progressively responsible related experience; or,
* Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

##### Licenses and Certification

* Current Registration as a Professional Architect in the State of California; and,
* Possession of LEED Professional Accreditation or other green building rating systems are desirable.
* AICP is desirable.
* Valid California Driver's License.

#### Knowledge, skills and abilities

##### Knowledge of:

* Urban design, architecture, historic preservation and planning theory.
* Principles, practices and procedures in contemporary urban planning and zoning.
* Municipal processes for development review of private projects and implementation of public projects.
* Methods and techniques of effective meeting facilitation.
* Methods and techniques of graphic communication, including drafting and architectural drawing.
* Quality planning and project impact analysis methods.
* Database, design, documentation and spreadsheet applications and related technical software. (CAD/CADD; Bluebeam).
* Public contract codes.
* Negotiation and dispute management techniques.
* Principles of leadership and management.
* Principles, practices and methods of architecture relating to sustainable public works design and construction.
* Seismic codes and standards for the evaluation of design and construction.
* Construction methods, materials and equipment.
* Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.
* Administrative principles and practices, including goal setting and implementation.
* Management of staff and activities, either directly or through subordinate supervision.
* Principles, theories and practices of governmental planning and zoning.
* Principles and practices of public administration, including knowledge of government organizations and operations.
* Principles and practices of land development, urban planning and transportation planning.
* Budget development processes and procedures.
* Project management techniques, including contract management.
* Methods and techniques of research, statistical analysis and report presentation.
* Principles, practices, and techniques of effective customer service and collaborative problem solving.

##### Skill in:

* Planning, organizing, assigning, directing, reviewing and evaluating the work of staff; selecting and motivating staff and providing for their training and professional development.
* Architectural design.
* Interpreting laws and legislation.
* Public speaking techniques.
* Preparing clear and concise reports, correspondence, and other written materials.
* Using tact, discretion, initiative and independent judgment within established guidelines.
* Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
* Applying logical thinking to solve problems and accomplish tasks; analyzing, resolving, and/or making recommendations regarding a variety of administrative, financial, and operational issues.
* Communicating orally and in writing with staff, the public, and City and government officials in order to give and receive information in a courteous manner.
* Using a computer and appropriate computer applications to perform the essential and important functions of the job.
* Operation and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems.

##### Abilities:

* Ability to establish and maintain effective working relationships with others.
* Ability to communicate in English both orally and in writing at the appropriate level.
* Ability to perform mathematical calculations at the appropriate level.
* Ability to learn and follow City and departmental policies and procedures.
* Ability to learn the geography of the City.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and occasionally push, pull and/or lift up to 10 pounds.

##### Working Conditions:

* Work is performed in a normal office environment and in the field where there may be extreme temperatures, and exposure to sun, dirt, and/or dust.
* The incumbent's working conditions are typically moderately quiet but can be loud at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

# Other Related Positions - Job Descriptions

## Glendale, Arizona

### Senior Architect

#### Salary

$93,240 - $139,860

#### Job classification

Full-time - Mid Level

Executive, Legislative, and Other General Government Support

#### About the position

The Senior Architect position at the City of Glendale involves performing administrative and professional architecture work for various technical architectural tasks and project types. Under the supervision of the City Architect, the role supports the City's Capital Improvement Program, managing projects related to vertical construction and remodeling, and ensuring compliance with design standards. The position requires strong project management skills, technical knowledge, and the ability to communicate effectively with various stakeholders.

#### Responsibilities

* Support the City's Capital Improvement Program for vertical construction/remodeling projects.
* Perform project management, coordination, and administration of contracts for architectural studies, design, and construction projects.
* Participate in identifying required architectural, engineering, contractor, and specialized consultant services for projects.
* Develop scopes of work for consultants, negotiate fees, and manage consultant contracts.
* Review, evaluate, and approve architectural studies, designs, or plans for compliance with City standards.
* Prepare written and oral reports for City management and the public, including presentations at City Council meetings.
* Coordinate communication of architectural issues within the department and organization.
* Maintain technical knowledge through seminars, publications, and classes.
* Represent the City on professional and technical committees.
* Provide technical architectural recommendations and guidance to management and other departments.
* Coordinate with Engineers and CIP Project Managers to implement projects successfully.
* Conduct technical reviews and provide recommendations regarding schedules, studies, designs, and reports.
* Resolve field construction, design, and programming problems by analyzing issues and conveying solutions.
* Assist in the development of the department, division, and capital improvement plan budget.
* Develop smaller architectural projects in-house, creating construction documents and specifications.
* Assist other departments in planning, budgeting, and implementing the Facilities Asset Management Program.
* Participate in the development planning process when requested.
* Respond to and resolve citizen inquiries and complaints.

#### Requirements

* Bachelor's Degree in Architecture.
* Five (5) years of increasingly responsible experience as a professional Architect, including experience managing building projects.
* One (1) year of lead or supervisory experience preferred.
* Registration as a Professional Architect at the time of application.
* Registration as a Professional Architect in the State of Arizona within 3 months of hire.

#### Nice-to-haves

* Experience with municipal capital planning and life cycle analysis.
* Knowledge of project contracts and delivery methods such as job order contracting and design-build.

#### Benefits

* Vacation: 17 days annually, up to 24 days based on years of service.
* 11 paid holidays per year.
* 14 days of sick leave per year.
* Retirement plan with mandatory employee contributions matched by the City.
* Medical insurance options with contributions to Health Savings Account.
* Healthcare Cost Reduction incentives up to $360/year.
* Comprehensive Employee Wellness Program.
* Dental insurance options.
* Vision insurance coverage.
* City paid life insurance equal to annual salary.

#### Source

<https://www.tealhq.com/job/architect-sr_1933acee-1a78-412e-ab49-fc5e267a10a0>

## Springfield, Missouri

### Facilities Project Coordinator

(Revision date: August 02, 2022)

#### Salary

$46,508.80 - $77,937.60 Annually

#### Job Details

FLSA Status: Exempt

Occupational Group: Engineering Support

#### Description - Primary Purpose

Serves as an Assistant to the **City Architect** performing entry level architectural work for municipal projects in an assigned division area of Public Works such as project management, site planning, schematic design, design development & construction document coordination for facility projects.

#### Qualifications and Requirements

##### Experience, Education, and Training

* Bachelor’s Degree from an accredited college or university in an Architectural or Construction Management discipline providing appropriate architectural or construction management education related to the specialty area with current vacancy; and
* Three years of directly related work experience.

##### Licensing/Certification

* Valid motor vehicle operator’s license.

##### Knowledge

* Principles, procedures, standards, and practices related to professional level architectural work with specialized knowledge in assigned area of responsibility;
* Computerized software programs used for architectural applications;
* Applicable standards, laws and regulations as they relate to assigned discipline.

##### Abilities

* Effectively perform architectural level work in assigned discipline;
* May direct assigned technical and/or administrative support staff;
* Accurately design, analyze, understand, and interpret plans and specifications, construction drawings, and schematic diagrams;
* Utilize sound independent judgment and make responsible decisions and recommendations; work effectively with only general direction and guidance;
* Communicate effectively both verbally and in writing; utilize computer software applications;
* Deal effectively and courteously with associates, customers, and the general public;
* Prepare accurate and complete reports and records;
* Effectively present reports, information, and recommendations;
* Perform effectively as a member of the team in carrying out the City’s stated mission and philosophy;
* Perform the essential functions of the job without posing a direct threat to the health and safety of others.

#### Functions

##### Essential Functions

1. Performs entry level Architecture work under the direction of a Registered Architect or Engineer
2. Works independently or as a member of a team to coordinate, monitor, and review architecture projects, investigations, and preparation of plans for an assigned area of responsibility within the Public Works Department.
3. Performs work as assigned for Architecture projects such as capital improvement programs; facility renovation, and facility planning & construction; coordination and management of facility improvements programs for various departments of the City.
4. Performs preliminary architectural level design work for various municipal public works projects that are broad in scope.
5. Provides assistance and direction to architectural & engineering support staff as needed to coordinate gathering of data and compilation of information necessary to complete project assignments.
6. Prepares reports including text and exhibits, makes presentations, and maintains accurate records, notes and other required documentation for assigned projects.
7. Ensures that assigned projects are completed within the guidelines established by local, state, and federal laws, regulations, standards, and/or policies.
8. Reviews plans submitted by architects and consulting engineers relating to facility renovation and new construction design to ensure that the design intent meets the established program of the departmental client and the City’s design standard expectations. ensure they meet the City’s minimum design standards & compliance with building codes.
9. Attends meetings as needed or requested to address architecture and engineering issues related to assigned area of responsibility.
10. Develops change orders for construction projects as required by projects.  Monitors, assists with and verifies completion of the work as needed.
11. Reads and interprets a variety of information such as plans and specifications, other construction documents, technical manuals, and testing information.
12. Utilizes a variety of computer software applications such as spreadsheet, database, computer-aided design (CAD), AutoCad, and Arcview, word processing, and internet programs.
13. Travels to a variety of project sites for assigned area of responsibility.

##### Important Functions

1. Attends conferences, workshops, seminars, and other training for professional development purposes.
2. Assists in investigating complaints and requests for service and answers public inquiries regarding related area of responsibility.

*Performs related work as required.*

#### Other Requirements

##### Supervision

Under the general supervision of a Registered Architect or Engineer, works independently and as a member of a team to accomplish specific project assignments.

##### Physical Requirements

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes, and pulls up to 25 pounds; must have ability to operate a computer keyboard and mouse.

##### Working Environment

Primarily indoors with heating and cooling regulated in a general office environment, however, will be exposed to extreme weather conditions when conducting on-site field work for various architectural & engineering projects; subject to safety hazards from working in and around traffic or excavation areas, dust and pollen from construction sites, cramped spaces and poor lighting from underground structures, and possible exposure to disease when working around various facilities of the city.

##### Miscellaneous Requirements

None required

## San Francisco, California

### Project Architect

#### Department

Building Design and Construction - Public Works

#### Pay

$163930.00 - $199394.00 / year

#### Employment type

Full-Time

#### Company Description

San Francisco Public Works (Public Works) has a far-reaching portfolio with a $453 million annual operating budget, an active capital portfolio that exceeds $3 billion and a workforce of 1,700-plus employees. The department operates around the clock, touching every neighborhood in San Francisco. The staff designs and manages the construction of civic buildings and streets; cleans and greens the right of way; maintains civic buildings; manages multi-million-dollar bond programs; trains people for jobs; keeps the right of way free of hazards; paves the roads; repairs bridges and public stairways; expands accessibility; and works at the forefront addressing some of San Francisco’s biggest challenges. With a mission to enhance the quality of life in San Francisco for residents, visitors and business owners, Public Works is committed to providing outstanding public service through an equity lens.

Please visit the “About Us” section of our website at https://www.sfpublicworks.org/about to learn more about the department’s core values, Racial Equity Initiative, leadership team, history, budget and more.

**The Building Design and Construction Division (BDC)**of San Francisco Public Works, led by the City Architect, provides architectural and landscape design services, comprehensive building planning, project and construction management, contract support and compliance monitoring, materials testing and hazardous materials investigation for the development of new – and the upgrading of existing ­– civic buildings, facilities and urban landscapes to create a more resilient city.

**The Bureau of Architecture (BOA)**is a full service Professional Architectural design & project delivery office that provides design consulting services to various City agencies in San Francisco. We are one the few City Departments in the country that provide full Architectural design services. Our work includes civic projects such as Fire Houses, Libraries, Recreation Buildings, Parks, Public Safety buildings, Hospitals and Neighborhood Health Clinics.

Public Works currently has several vacancies for the position of Architect (5268) in our Building Design and Construction Division within the Bureau of Architecture.

#### Job Description

As a Project Architect under general direction, you will undertake complex and responsible architectural tasks related to the design, construction, maintenance, and conversion of public buildings. Your role will encompass comprehensive project planning and coordination, including client relationship management, project oversight, contract negotiations and administration support, public and user group presentations, budget, and schedule maintenance for assigned projects. As a supervisor, you will contribute to the guidance and professional development of our staff.

#### Important and Essential Duties:

Your duties as a Project Architect may include, but are not limited to, the following:

* Supervise and participate in the preparation of complex and difficult conceptual, schematic, and detailed designs, through architectural contract documents, bidding and supplemental documents, preliminary and final construction cost estimates, project schedules, and budgets for a wide variety of construction and maintenance projects.
* Prepare and facilitate communication between engineering disciplines, clients, agencies, consultants, and contractors.
* Prepare and conduct presentations that communicate design concepts verbally and graphically to clients, public interest groups, and Commissions.
* Participate in the preparation of Proposals for Services and agreements with clients and consulting architects and engineers. Monitor the expenditure of the project budget.
* Participate in the leadership of the Department, Bureau, and section (or workgroup where assigned) and supervise, train, and mentor staff and establish goals for annual work plans and professional development to strive for continued design & technical excellence.
* Supervise and participate in the preparation of project programming, and summaries of the size and scope of projects and contracts, including outside cost estimates.
* Research, analyze, and interpret regulatory requirements; facilitate project approvals and permits from regulatory agencies.
* Coordinate the preparation of environmental impact statements feasibility studies and reports for architectural projects.
* Research and analyze project data; select and specify building systems, materials, and finishes.
* Plan, distribute, and coordinate work by staff; coordinate the work of multiple design and engineering disciplines, checks drawings and specifications prepared by staff, consulting architects and engineers for conformance with prescribed federal and state standards, project design criteria, and codes.
* Examine, analyze, and make recommendations on submitted construction bids and consultant qualifications and proposals; review and analyze contract modifications and make recommendations accordingly.
* Review and check contractors' correspondence, reports, change order requests, payment requests, and submittals including shop drawings, material samples, and substitutions to ensure contract compliance and conformity with the design intent.
* Coordinate with contractors, construction managers, inspectors, project managers, and code officials; conducts field observation of work in progress to assure contract compliance.
* Assemble and processes deferred approval items, construction bulletins, and Amended Construction Documents (ACD’s).

#### Minimum Qualifications

Experience

Eight (8) years of progressively responsible experience in the architectural field, including architectural design, architectural detailing, construction documents, programming, preliminary cost budgeting, specification coordination and review, and construction administration. This experience must include four (4) years serving as a job captain or project leader, and two (2) years of verifiable experience as a licensed architect in the State of California. (Experience in lower-level classes (i.e., 5260, 5261, 5265, or 5266) is considered qualifying.)

License and Certification

Possession of a license to practice architecture in the State of California issued by the California State Board of Architectural Examiners.

Possession of a valid California driver’s license.

#### Condition of Employment

**Valid Driver’s License:** Applicants must possess a valid State of California driver’s license with **no restrictions** that would prohibit them from legally performing the essential functions and duties of the role.

**Desirable Qualifications:** *The stated desirable qualifications may be used to identify candidates advancing to the interview process and/or to identify job finalist(s) at the end of the selection process when referred for hiring.*

* Experience working with complex projects over $10 Million.
* Strong presentation and collaboration skills with ability to work and lead effectively in a team environment and maintain excellent client and stakeholder relationships.
* Experience in renovation, rehabilitation and/or tenant improvement projects.
* A strong background in healthcare/office administrative building projects including experience with HCAi (formerly OSHPD) projects from planning through project closeout phases.
* Experience with code analysis on complex mixed-use projects.
* Experience leading building envelope detailing such as rainscreens systems, curtain walls, etc.
* Experience in public utility infrastructure and lab projects.
* Healthcare/Hospital Construction Administration: Experience in coordinating with HCAI (formally called OSHPD) officials, Contractors, Construction Managers, Inspectors, and code officials.
* Advanced proficiency in Revit, ACAD, Photoshop, and Sketch-Up a plus.
* Experience in alternate project delivery methods such as CMGC, CM at Risk, Best Value, etc.
* LEED professional accreditation a plus.

#### Verification

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. More information can be found at: https://sfdhr.org/recruitment-details#verification.

All work experience, education, training, and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Resumes will not be accepted in lieu of a completed City and County of San Francisco application.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

#### Selection Procedures

After application submission, candidates deemed qualified must complete all subsequent steps to advance in this selection process, which includes the following:

The selection process will include an evaluation of applications in relation to minimum requirements. Depending on the number of applicants, the department may establish and implement additional screening mechanisms to comparatively evaluate the qualifications of candidates. If this becomes necessary, only those applicants whose qualifications most closely meet the needs of the department will move forward in the recruitment process.

#### Minimum Qualification Supplemental Questionnaire (MQSQ)

Candidates may be required to complete an MQSQ as part of the employment application. This MQSQ is designed to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications (MQ) for this position. The MQSQ will be used to evaluate if the applicant possesses the required minimum qualifications.

#### Portfolio Evaluation

Candidates deemed qualified will be provided specific instructions to submit a portfolio. This includes the submittal of the best examples of a candidate’s work, which highlights their design and technical skills from their portfolio. Failure to submit PDF portfolio examples or link to an online portfolio may result in a lower score.

Applicants who meet the minimum qualifications are not guaranteed advancement through all of the steps in the selection procedure.

#### Statement on Diversity, Equity, and Inclusion

At the City and County of San Francisco, we share a commitment to a diverse, inclusive and equitable community. Each member of our organization is responsible and accountable for what they say and do to make San Francisco an inclusive and equitable place to live and work by employing fair and just practices to and for all.