



Chief Architect Model Job Description

TITLE: 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 (select one)

- 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 (determined based on job responsibilities and experience)

- Annual salary, TBD

Purpose (Refine on the focus areas selected under “duties, functions, and responsibilities” section)

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.



Chief Architect Model Job Description

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 (select 2-3 categories from options below for final of the Chief Architect's areas of focus)

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.



Chief Architect Model Job Description

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.



Chief Architect Model Job Description

- 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 IBD and receives general direction from IBD.



Chief Architect Model Job Description

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.



Chief Architect Model Job Description

- 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.

****Example job descriptions available upon request****