

SENIOR ARCHITECT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class function as Registered Architects, performing a full scope of duties in all aspects of assignments, and serve as project leaders or resident architects, independently performing assignments with general instructions, along with intended goals and objectives. On a project basis, the Senior Architect plans and conducts work requiring judgment in the evaluation, selection, adaptation, and modification of standard techniques, procedures, and criteria. Incumbents provide direction to subordinate staff and review the daily work of lower-level architectural, engineering and/or technical employees. Each level architect in this title series takes part in the production of plans, details, and specifications. This level differs from the Associate Architect in that the Associate is responsible for supervising a work unit, delegating project assignments and providing oversight for all code-compliant designs. This class also differs from the lower-level Assistant Architect in the scope and complexity of assignments, as well as the responsibility for performing compliance functions or overseeing assigned code-compliant designs. Incumbents in the Senior Architect title must also possess a license to practice as a Registered Architect. Supervision may be exercised over technical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares budget estimates and project schedules for architectural projects such as building renovations and building construction;

Prepares and provides review and oversight in the preparation of design documents including plans, specifications, cost estimates, etc.;

Supervises technical employees in the preparation, planning and implementation of architectural projects, guiding and reviewing work to assure compliance with standards:

Performs and provides review and oversight in the performance of technical analyses for code-compliant designs;

Represents the County on various boards and agencies and at meetings and hearings;

Utilizes Computer Aided Drafting/Design in performance of duties;

Develops drawings and details of projects;

Designs buildings, appurtenances and other edifices;

Develops and provides oversight and review in the development of design details;

Supervises the preparation of construction programs and budgets;

Investigates and recommends approval of land acquisition, contractors, sub-contractors and vendors;

Prepares monthly and annual reports;

May sign and seal plans, working drawings and specifications as a Registered Architect as defined in Article 147, Section 7307 of the New York State Education Law;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as required.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of architecture; thorough knowledge of the practices of specification writing; thorough knowledge of construction estimating, including the relative cost of materials related to useful life; good knowledge of the legal principles and practices of contract preparation; good knowledge of computer assisted design, CAD; knowledge of the design and analysis of structures; skill in complex engineering computations; ability to lay out and supervise the work of professional and sub-professional personnel; ability to get along well with others and to deal effectively with contractors; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; accuracy; reliability; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration to practice as a Registered Architect and either: (a) a Bachelor's Degree* in architecture and three years of experience where the primary function was in architecture, including both field and office experience, one year of which must have been in the design of architectural projects and one year of which must have been in construction administration**; or (b) a Bachelor's Degree* in Architecture Technology and four years of field and office experience in architecture, including the specialized experience described in (a); or (c) a Master's Degree* in architecture and five years of field and office experience in architecture including the specialized experience described in (a).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

**DEFINITION: Construction administration, in this instance, is defined as work which may include, but is not limited to, two or more of the following areas: project budgeting; cost estimating and control; project planning and scheduling; monitoring of construction progress; preparing project and/or bid specifications; ensuring code compliance; meeting with contractors and/or architects to discuss project issues, or authorizing payment on completed work in accordance with contracts.