

PRINCIPAL ARCHITECT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the overall administration, direction and supervision of the Architecture Division within the Department of Public Works. Duties include the design and development of plans and specifications for new structures and/or the alteration of existing structures, managing project development and subsequent modifications, and ensuring adherence to project budgets and schedules. Supervision is exercised over in-house architectural personnel and the incumbent may also oversee the work of supporting engineering personnel assigned to projects. Technical guidance and oversight is provided to outside consultants as required; does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs, plans and allocates resources and division staff for the design and construction of projects undertaken by the Department of Public Works;

Directs the development of design and construction plans and makes revisions as necessary;

Evaluates proposed projects from a design perspective to determine whether they are best performed by in-house staff or consultants;

Manages both design and construction projects to ensure that projects are completed on time, within budget, and in compliance with all applicable laws and executed contracts;

Coordinates the work of others, engaged in the same project, including in-house staff from both the architecture and engineering sections, outside consultants in those areas and construction personnel;

Conducts site visits to ensure that contractors are adhering to design specifications, using appropriate materials and meeting specified work standards;

Evaluates the work of staff and promotes their training and development;

Seals and signs plans, working drawings and specifications as a licensed Professional Architect as defined in Article 147 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 represent the County as a witness in court cases when architecture is an issue;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of architecture with particular emphasis on the design and development of plans and specifications; thorough knowledge of the principles and practices of administration; good knowledge of the theory and practices of budgeting, financial record keeping, supervision and personnel administration; ability to communicate effectively, both orally and in writing; ability to plan, layout and supervise the work of subordinate professional and support staff; 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; initiative; good judgment; tact; integrity; physical condition with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of valid license and current registration to practice as a Professional Architect in the State of New York and a Bachelor's Degree* in architecture and eight years of experience in architecture, four of which must have involved the design and development of architectural plans and specifications and four years of supervisory experience.

SUBSTITUTION: Successful completion of a Master's Degree* in architecture may substitute for one year of the general architecture experience. There is no substitute for the specialized and supervisory experience.

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

NOTE: Only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.