

## SENIOR ARCHITECT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class function as fully competent architects in all conventional aspects of the area of assignment, performing as a Registered Architect. An incumbent serves as a project leader or resident architect. An incumbent independently performs assignments with instructions as to the general results expected. 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. Senior Architects give direction to and review the daily work of a number of architectural, engineering and/or technical employees, and others. 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 the administrative supervision of a unit. It differs from the Assistant Architect in the greater responsibility, complexity of assignments, and in the requirement of a license to practice as a Registered Architect, (factors determining complexity include dollar value of contract, location, phasing, project coordination requirements, uniqueness, time constraints, variety of design criteria, and project sensitivity). Supervision is 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;

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

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;

Supervises the preparation of construction programs and budgets;

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

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

Prepares monthly and annual reports;

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.

REQUIRED KNOWLEDGE, 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 six 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 architecture projects and one year of which must have been in construction administration†; or (b) a Bachelor's Degree\* in Architecture Technology and seven 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); or (d) twelve years experience where the primary function of the position was in architecture, including the specialized experience described in (a).

†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.

\*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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.  
J.C.: Competitive  
DBB7

Job Class Code: C0921  
Job Group: XIII