



**Code: 9695**  
Service: Exempt  
Series: Exempt

## **CLASS TITLE: CITY ARCHITECT**

### **CHARACTERISTICS OF THE CLASS**

Under general direction, the class directs and manages the work of City architectural staff and private consultants engaged in the design of newly constructed, expanded and renovated municipal office buildings, structures and facilities; and performs related duties as required and assigned

### **ESSENTIAL DUTIES**

- Plans, directs and coordinates design activities for a broad range of City-wide architectural projects
- Confers with senior managers in client departments and evaluates the need for new construction, expansion or renovation projects
- Reviews and approves plans, specifications and contract documentation for incoming projects and assigns priorities to supervisory level staff
- Creates and monitors work standards for projects of varying scopes, ensuring project objectives are met within respective timelines and budgets
- Directs and coordinates the activities of consultants providing professional architectural services for the City
- Interprets plan specifications, building and zoning codes, and related ordinances for consultants and provides technical assistance to supervisory personnel responsible for managing complex architectural projects
- Manages design, progress and pencil pay applications meetings
- Reviews bid tabulations and recommends awarding of contracts to private architectural firms
- Reviews and approves administrative and technical reports including comprehensive summaries of current and completed projects
- Makes presentations to commissions and boards and represents the city at community meetings and to businesses affected by construction and renovation projects
- Functions as project manager for large scale architectural projects of considerable scope and complexity, as required
- Visits projects under construction to ensure progress is in accordance with requirements and changes comply with approved contract modifications, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Architecture plus seven (7) years of professional architectural work experience in the planning, coordination and development of major architectural projects, of which five (5) years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

#### **Licensure, Certification, or Other Qualifications**

- Registration as a Professional Architect (R.A.) in the State of Illinois is required

### **WORKING CONDITIONS**

- General office environment
- May be exposed to outdoor weather conditions and work sites with uneven terrain

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Field survey instrumentation

### **PHYSICAL REQUIREMENTS**

- Ability to stand or sit for extended periods of time

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

Advanced knowledge of:

- \*principles and practices of architectural planning and design
- \*policy development and implementation methods, practices and procedures
- \*management and supervisory principles, methods and practices
- \*project management methods, practices and procedures

Considerable knowledge of:

- \*budget preparation and management methods, practices and procedures
- \*contract administration and management practices
- \*applicable mathematical principles and applications
- \*City building and zoning codes and applicable ordinances

Moderate knowledge of:

- \*computer aided drafting and applicable software programs
- \*report preparation methods, practices and procedures
- \*the use of construction and architectural materials

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Coordinating Architect class

#### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

- \*COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop and direct people as they work and identify the best people for the job
- TIME MANAGEMENT – Manage one’s own time or the time of others
- MONITORING – Monitor and assess performance of one’s self, other individuals, or organizations to make improvements or take corrective action
- JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Coordinating Architect class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- COME UP WITH IDEAS – Come up with a number of ideas about a topic
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Coordinating Architect class

**Other Work Requirements**

- LEADERSHIP – Demonstrate willingness to lead, take charge and offer opinions and direction
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision and depend mainly on oneself to get things done
- INNOVATION – Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems

Other work requirements as required for successful performance in the Coordinating Architect class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
October, 2016