CLASS TITLE: Coordinating Architect II

CHARACTERISTICS OF THE CLASS: Under direction, the class manages an architecture division comprised of several sections responsible for the planning and design of construction and renovation projects, or functions as a project manager for major architectural projects of considerable scope and complexity; and performs related duties as required.

ESSENTIAL DUTIES: Directs supervisory level architects in overseeing professional staff and consultants engaged in designing a broad range of construction and renovation projects; meets with client departments to discuss major architectural design changes that could affect project scope and budgets; determines and prioritizes projects and delegates to supervisory staff for assignment; oversees the review of contract documents prepared by consultants and the awarding of architectural design projects; monitors projects for quality, timeliness and budgetary compliance; assists supervisory staff in resolving complex architectural design problems; directs the development of design criteria, project schedules and cost estimates for architectural projects; reviews and approves significant project change orders; directs the approval of partial and final payments to contractors; directs the preparation of various administrative and technical reports regarding the status of projects; coordinates the development of annual architectural program budgets; functions as the departmental liaison on federally funded construction and renovation projects.

RELATED DUTIES: Represents the city at community meetings and to businesses affected by construction and renovation projects; interprets design plans and specifications to contractors and assists in resolving design problems.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor’s degree in Architecture supplemented by five years of progressively responsible professional architectural experience in the planning, coordination and development of major architectural programs including four years of supervisory experience, or an equivalent combination of training and experience, provided that the minimum degree requirement is met.

Registration as a Professional Architect (R.A.) in the State of Illinois is required.
CLASS TITLE: Coordinating Architect II (Cont’d)


Ability to direct a large architectural division. Ability to analyze and resolve complex architectural design problems. Ability to develop and implement project design objectives and procedures. Ability to establish and maintain effective working relationships with consultants, government agency representatives and staff in operating departments.

Comprehensive skill in the application of architectural design methods and techniques. Comprehensive skill in preparing and reviewing complex architectural drawings and plans. Considerable advanced technical math skills. Comprehensive project management skills. Considerable analytical skills. Considerable supervisory and management skills. Excellent oral and written communication skills.

Physical Requirements. Ability to access work sites during various stages of construction or renovation.


Equipment. Field surveying equipment. CAD system. Standard office equipment including personal computers.

Note: While the list of essential duties is intended to be as inclusive and possible, there may be other duties which are essential to particular positions within the class.

July, 2002
City of Chicago
Department of Personnel
(Minimum Qualifications Revised: March, 2008)