CLASS TITLE:  Coordinating Architect I

CHARACTERISTICS OF THE CLASS:  Under direction, the class coordinates and supervises the work of an architectural section responsible for the planning and design of a broad range of construction and renovation projects, or functions as a project manager for a major architectural project of considerable scope and complexity; and performs related duties as required.

ESSENTIAL DUTIES:  Confers with consultants and in-house architectural staff to establish design criteria, project schedules and cost estimates for architectural projects; meets with client departments to discuss needs for additional space or renovation of facilities; assigns design projects to staff and reviews completed design plans to ensure compliance with project scope, space and usage requirements and other design criteria; reviews and approves contract documents prepared by consultants to ensure compliance with project design, specifications and budget requirements; monitors work in progress during construction phase to ensure compliance with project schedules, contract specifications and budgets; assists supervisory staff in resolving complex architectural design problems; reviews project change orders for appropriateness and adherence to city standards; supervises the review of building construction and renovation plans of developers applying for building permits for compliance with building code requirements; directs the approval of partial and final payments to contractors; supervises the preparation of various administrative and technical reports regarding the status of projects; participates in the development of annual architectural program budgets.

RELATED DUTIES:  Represents the city at community meetings and to businesses affected by construction and renovation projects; interprets architectural plans and design drawings 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 three years of supervisory experience, or an equivalent combination of training and experience, provided that the minimum requirement is met.

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


Ability to supervise multiple architectural projects of various levels of complexity. Ability to analyze and resolve complex architectural design problems. Ability to establish and maintain effective working relationships with consultants and staff in operating departments.

Considerable skill in the application of architectural design methods and techniques. Considerable skill in preparing and reviewing complex architectural plans. Considerable advanced technical math skills. Considerable 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)