

Code: 2372

Title: ARCHITECTURAL MANAGER

SUMMARY: Manages either the development of construction designs and coordination of contract construction work for new and existing County facilities or manages the development of space plans and needs for County facilities.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and manages architectural, space and capital planning and related activities for the Facilities Management Department;
Reviews drafting project plans and approves complex architectural specifications;
Establishes, reviews and schedules work priorities for assigned staff;
Monitors preparation of contracts for professional services and for construction projects;
Reviews contractor project funds and change orders and prepares projections;
Plans, assigns, supervises and evaluates the work of professional and paraprofessional staff;
Establishes needs for and conducts or arranges for training of professional and paraprofessional staff;
Advises the Director on capital improvement projects and assists in developing long-range capital improvement plans;
Develops space allocation programs and analyzes County departmental space needs to project growth patterns and long range space needs;
Oversees and participates in the development of facility construction drawings and specifications for buildings;
Evaluates construction and material bids and makes award recommendations for purchase;
Certifies construction and planning documents prepared by self or professional staff by affixing registered architect seal;
Participates in the development of departmental policies and procedures;
Prepares the division budget and identifies priority projects.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of architectural design;
- techniques of design, construction and maintenance of architectural projects;
- principles, practices and techniques of project management and review;
- practices of effective supervision and management;
- practices and techniques of contract development and administration;
- practices and techniques of space needs assessment (programming);
- principles and practices of building cost estimating, both conceptual and detailed.

Skill in:

- designing and managing complex architectural projects;
- analyzing, developing and implementing facility improvements;
- evaluating architectural problems and preparing reports;
- prioritizing and managing multiple architectural projects;
- defining roles and responsibilities for in-house design and production;
- supervising, planning and evaluating the work of others;
- maintaining effective working relationships with others;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in architecture, engineering or closely related field as defined by the Appointing Authority and five years of professional architectural project management experience.

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: Registration as a licensed Architect in the State of Arizona at the time of appointment, per ARS 32-142. Some positions may require a valid Arizona driver's license with appropriate endorsements. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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