

ASSOCIATE ARCHITECT

Code No.: 3-14-139

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position full supervisory and administrative responsibility for the construction, renovation and improvement of County plants and structures in accordance with standard architectural theory and practice. Employees of this class work under general direction from, and report directly to, the Director or other administrator with wide latitude allowed for the exercise of independent judgment. Direct and general supervision is exercised over a staff of technical and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Designs projects in accordance with requirements of the specific unit under development;

Confers with department heads and designated staff concerning requirements and general design of projects;

Conducts feasibility studies and space utilization studies;

Develops operating policies for the architectural unit;

Prepares estimates of cost for each project;

Assigns personnel to projects, allocates work and establishes work schedules;

Supervises architectural staff in development of designs and specifications;

Supervises the preparation of drawings and specifications to be advertised for bid;

Inspects work in progress for conformance to plans and specifications.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the theory, practice and principles of architecture; thorough knowledge of the methods and materials used in construction and renovation; good knowledge of techniques of architectural design; ability to make accurate estimates of renovation and construction cost; ability to plan and supervise the work of others; ability to develop policies for the conduct of the architectural unit; initiative; good judgment; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Architecture, plus six (6) years of paid full time or its part time/volunteer equivalent experience in architectural work, two (2) years of which shall

have been in a supervisory capacity; OR,

- (B) Twelve (12) years of paid full time or its part time/volunteer equivalent experience in architectural work, two (2) years of which shall have been in a supervisory capacity; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Applicants for this position must possess a valid license to practice architecture issued by the State of New York.

Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: March 11, 1976

REVISED: August 13, 1987