



City Architect

Definition

To plan, organize, direct and supervise assigned staff in the Public Works Department, and to perform a variety of technical tasks relative to the assigned area of responsibility.

Supervision Received and Exercised

Receives direction from the Director of Public Works.

Exercises direct supervision over assigned professional and technical staff.

Class Characteristics

This is a senior management position responsible for administrative, supervisory, and technical tasks as determined by the division to which assigned. Positions are assigned to either the Engineering Division or Administrative Division in which activities include architectural review, engineering, project management, construction management, environmental review and studies, and development. Positions are responsible for planning, assigning, and evaluating the work of subordinates. A position in this class may serve as the acting department head in the absence of the Public Works Director.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Recommend and assist in the implementation of goals and objectives. Establish schedules and methods for assigned projects and activities. Implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff.

Management of Public Works projects including the planning design and construction of buildings, parks, streets, utilities and other facilities owned and operated by the City.

Evaluate operations and activities of assigned responsibilities. Recommend improvements and modifications. Prepare reports of operations and activities.

Participate in budget preparation and administration. Prepare cost estimates for budget recommendations. Submit justifications for staff, supplies, materials and equipment. Monitor and control expenditures.

Oversee the preparation of technical reports and designs for approval/acceptance.

Research and recommend the use of outside consultants for various projects. Negotiate contracts with outside consultants. Review work plans and monitor progress of consultant drafting, environmental documentation, project management, and construction management.

Prepare staff reports for City Council, Planning Commission, and other advisory bodies.

Make presentations to the City Council, boards and commissions, and advisory committees and citizen groups.

Participate in the selection of staff. Provide or coordinate staff training. Work with employees to correct performance deficiencies. Implement disciplinary procedures.

Answer questions and provide information to the public. Investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.

Perform related duties as required.

Knowledge of:

Principles and practices of architecture and construction management including planning, design, and construction.

Equipment, tools, and materials used in work of the assigned division.

Computer software applications including word-processing, spreadsheets, graphics, databases, project scheduling and management, and other project management applications.

Principles of supervision, training and performance evaluations.

Principles and practices of environmental impact assessment and related regulatory processes.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances, and rules.

Ability to:

Organize, implement, and direct operations and activities of the assigned staff, consultants and contractors.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects. Identify and interpret technical and numerical information. Observe and problem solve operational and technical procedures.

On a continuous basis, sit at a desk for long periods of time. Intermittently, bend, squat, climb, kneel and twist while performing occasional field work. Intermittently twist to reach equipment surrounding desk. Perform simple grasping and fine manipulation. Use telephone, and write or use a keyboard to communicate through written means, and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent city and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train, and evaluate assigned staff.

Education and Experience

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in architecture, civil engineering or a related field.

Five years of increasingly responsible experience as a professional architect and/or project management work involving public works projects and facilities, including one year in a supervisory capacity.

Licenses and Certifications

Possession of a Certificate of Registration as a licensed Architect in the State of California.

Possession of, or ability to obtain, a valid California driver's license.

FLSA: Exempt
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