

Class Concept

This is entry-level professional architectural work with responsibility for the design development and/or plan review of renovation or new construction projects, under the oversight and project review of a licensed Architect I or Architect II. The Architectural Specialist provides professional architectural skills and knowledge to facilitate and implement the programming and design phase of a project. The Architectural Specialist either creates the schematic design, design development, and construction drawings or reviews outside plans to meet programming, functionality, building codes, materials use, special codes, or design standards, and accepted architectural standards. Detailed structural, mechanical, and electrical engineering portions of the design or plan review are contracted out.

The Architectural Specialist is responsible for coordinating, scheduling, and estimating the complete design package, designing or reviewing designs for building aesthetics and spatial relationships. This classification conducts needs assessment, project feasibility studies, initial cost estimating, and project programming. Acting as their assigned project's liaison, this role coordinates the review with the engineering disciplines, assemble all review comments, inspect buildings for renovation, repair, and code compliance needs, conduct research into new materials and design or construction techniques. Work may include construction management and administration, contract administration, preparing bid and contract documents, reviewing change orders, and site planning and inspection.

Recruitment Requirements

Knowledge, Skills, and Abilities

- Basic knowledge of the principles, practices, and theories of architecture and design
- Basic knowledge of materials, construction techniques, codes and standards, project management, and laws and ordinances pertaining to the design, construction, and renovation of buildings and other facilities
- Ability to draft preliminary designs and/or to read and interpret all associated plans, codes, and specifications.
- Ability to conceptually review design solutions, estimate costs, schedule, and coordinate projects, and to technically review the work of outside consultants. Ability to communicate effectively both orally and in writing, and to establish and maintain effective working relationships

Minimum Education and Experience

Bachelor's degree in architecture or an architectural discipline related to the area of assignment from an appropriately accredited institution.