Class Concept
This is professional architectural work with responsibility for the design and/or plan review of a full range of renovation or new construction projects. The primary emphasis of this class is in the programming and design phase of a project although the duties and responsibilities can also include construction management and contract administration. These positions normally have responsibility for coordinating, scheduling, estimating, and managing the complete design package, designing, or reviewing designs for building aesthetics and spatial relationships, and contracting out the detailed structural, mechanical, and electrical engineering portions of the design or plan review. Positions conduct needs assessment, project feasibility studies, initial cost estimating, and project programming. The schematic design, design development, and construction drawings are either designed by the employee or outside plans are reviewed for meeting programming, functionality, building codes, materials use, special codes, or design standards, and accepted architectural standards. Positions architecturally review plans from an outside designer and coordinate 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, and act as the principal liaison for all assigned projects. Work may include preparing bid and contract documents, reviewing change orders, site planning, and the supervision and work direction lower-level positions.

Recruitment Standards

Knowledge, Skills, and Abilities
- Intermediate knowledge of the principles, practices, and theories of architecture and design
- Intermediate knowledge of materials, construction techniques, codes and standards, soils, project management, and of the laws and ordinances pertaining to the design, construction, and renovation of buildings and other facilities
- Ability to architecturally design and/or review the designs of outside consultants and to read and interpret all associated plans, codes, and specifications.
- Ability to conceptually conceive design solutions, to estimate costs, schedule, and coordinate projects, and to technically direct others and review and evaluate their work
- 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 engineering discipline related to the area of assignment from an appropriately accredited institution and one year of experience as a registered architect; or an equivalent combination of education and experience.

Necessary Special Qualifications
Valid license to practice architecture granted by the North Carolina Board of Architecture.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.