



**Code: 5410**

Family: Planning and Urban Development

Service: Operation and Construction

Group: Engineering, Designing, and Structural

Series: Architectural

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## **CLASS TITLE: COORDINATING ARCHITECT**

### **CHARACTERISTICS OF THE CLASS**

Under direction, the class coordinates and supervises the work of an architectural section responsible for the planning and design of a broad range of construction and renovation projects OR functions as a project manager for large scale architectural projects of considerable scope and complexity, and performs related duties as required

### **ESSENTIAL DUTIES**

- Oversees consultants and supervises in-house architectural staff engaged in establishing design criteria, project schedules and cost estimates for architectural projects
- Confers with senior managers in client departments to discuss the need for new construction, expansion or renovation of municipal facilities
- Reviews completed design plans of staff and private consultants to ensure compliance with project specifications, space and usage requirements, building and zoning codes and funding guidelines
- Supervises and conducts visits of field sites to monitor work in progress and to ensure compliance with project schedules, contract specifications and budget guidelines
- Reviews project change orders for appropriateness and recommends approval according to adherence to established policies and procedures
- Approves partial and final payments to contractors ensuring that work is completed according to contract specifications and project timelines
- Interprets architectural plans to consultants and provides technical assistance to subordinate staff in resolving complex architectural design problems
- Coordinates and participates in design, progress and pencil pay applications meetings
- Supervises the preparation of administrative and technical reports and generates comprehensive summaries of current and completed projects
- Plans and implements work standards and evaluates the performance of architectural staff
- Conducts and facilitates staff training on new or modified plan review processes and procedures
- Represents the city at community meetings and to businesses affected by construction and renovation projects, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Architecture plus five years of professional architectural work experience in the planning, coordination and development of major architectural projects, of which three years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

**Licensure, Certification, or Other Qualifications**

- Registration as Professional Architect (R.A.) in the State of Illinois is required.

**WORKING CONDITIONS**

- General office environment
- May be exposed to outdoor weather conditions and work sites with uneven terrain

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Field survey instrumentation

**PHYSICAL REQUIREMENTS**

- Ability to stand or sit for extended periods of time

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Advanced knowledge of:

- \*principles and practices of architectural planning and design
- \*the use of construction and architectural materials
- \*applicable mathematical principles and applications

Considerable knowledge of:

- \*computer aided drafting and applicable software programs
- \*management and supervisory principles, methods and practices

Moderate knowledge of:

- \*building permit policies, procedures and regulations

Knowledge of applicable City and department policies, procedures, rules, regulations

Other knowledge as required for successful performance in the Architect IV class

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- TIME MANAGEMENT – Manage one's own time or the time of others

- \*MONITORING – Monitor and assess performance of one’s self, other individuals, or organizations to make improvements or take corrective action
- JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Architect IV class

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Architect IV class

### **Other Work Requirements**

- LEADERSHIP – Demonstrate willingness to lead, take charge and offer opinions and direction
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION – Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems

Other work requirements as required for successful performance in the Architect IV class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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