

ADMINISTRATIVE ARCHITECTDuties and Responsibilities

This is a management class of positions with several assignment levels. The following are typical assignments within this class of positions:

Under direction, with broad scope for the exercise of independent initiative and judgment, serves as division architect in charge of a major design division, field division, or equivalent, or as a consultant on major architectural matters to an agency and performs highly responsible supervisory work, or highly difficult and responsible work in architecture; performs related work.

Under direction, with great latitude for the exercise of independent judgment, is responsible for the architectural program of an agency involved in a large volume of work comprising for the most part, normal design, construction and related problems; or in an agency engaged in the most complex and important architectural work of major scope and having community impact may serve as the principal assistant, or staff advisor, to the agency head, the director of architecture, the chief engineer, or to a person holding an architectural or engineering position of equal rank; or performs assignments equivalent to those described; performs related work.

Under executive direction of an agency head or his deputy, with the greatest latitude for the exercise of independent judgment, serves as director of architecture of an agency engaged in the most complex and important architectural work of major scope and having great community impact, involving programs of extraordinary size and capital cost; performs assignments equivalent to that described; performs related work.

Qualification Requirements

A valid New York State Registration as an Architect is required. In addition, candidates must have six (6) years of full-time paid experience in architectural work, at least two (2) years of which shall have been as an administrative architect.

Direct Lines of Promotion

From: Architect (21215) To: None

Plan Examiner (Buildings) (22410)

However, persons in the title of Plan Examiner (Buildings) must possess a valid New York State Registration as an Architect to be eligible for promotion to Administrative Architect.

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