THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title  Assistant Chief Architect

Title Code  04831

FLSA Status  Exempt

Date Issued  April 22, 1996

General Duties and Responsibilities

Under the direction of the Chief Architect or other university executive, with very broad scope and latitude for the exercise of independent initiative and judgment, organizes and directs architectural personnel for the purpose of providing project management services for all phases of the University’s Capital and Rehabilitation Program; performs related work.

General Work Tasks

- Assists the Chief Architect assigning projects to architectural personnel.
- Participate in selection process of architectural consultants, e.g. review of University Architect’s recommendations.
- Negotiates consultant’s fee and is responsible for preparation and review of the consultant services contracts.
- Negotiates and prepares all items required for proper disposition of capital projects.
- Issues procedure for a project in conformance with required Codes and Regulations.
- Supervises planning and assists in negotiating requisite agreements, contracts or leases necessary for the implementation of a capital project.
- Determines the activities required for the project completion and assigns them to the proper person.
- Directs staff to contract the proper agencies, and departments responsible for the accomplishment of these activities.
- Reviews progress reports, resolve problems and alters assignments as necessary within delegated authority.
- Alerts the Chief Architect or other appropriate executive to critical situations and proposes solutions; prepares periodic management reports, as required.
- Directs the review of projects change orders; approves or recommends approval by the University as delegated.
- May if registered, sign and seal architectural drawings and may sign other official documents.
- May represents the Chief Architect in high level conferences and negotiations.
- May incidentally perform duties described under Assignment Level III of University Architect.

Assistant Chief Architect (04831)
Qualification Requirements

1. A baccalaureate degree in Architect from an accredited college and seven years of full-time experience in professional Architectural work of which five years must be progressive full-time experience in project management; and

2. A valid New York Registration as an Architect; or

3. Education and/or experience equivalent to "1" of the above.

However, Vice Chancellor for Facilities Planning, Construction and Management may, with notice to the Office of University Personnel, explicitly waive the requirement of the Registration as an Architect for individual positions.

NOTE: Graduate degree in management from an accredited college may be substituted up to for one year of project management experience on the basis of 40-credits for one year of experience.

Direct Lines of Promotion

FROM: University Architect           TO: None