

**SENIOR ARCHITECT**  
(Albany School District)

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, the incumbent functions as a fully competent architect in all conventional aspects of the area of assignment. The incumbent serves as a project leader and independently performs assignments with instructions as to the general results expected. On a project basis the incumbent plans and conducts work requiring judgment in the evaluation, selection, adaptation and modification of standard techniques, procedures and criteria. The Senior Architect gives direction to and reviews the daily work of a number of architectural, engineering and/or technical employees and others. The incumbent takes part in the production of plans, details and specifications.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Prepares budget estimates and project schedules for architectural projects such as building renovations and building construction;
- Supervises technical employees in the preparation, planning and implementation of architectural projects, guiding and reviewing work to assure compliance with standards;
- Represents the School District on various boards and agencies and at meetings and hearings;
- Utilizes Computer Aided Drafting/Design (CAD) in performance of duties;
- Develops drawings and details of projects;
- Designs buildings, appurtenances and other edifices;
- Supervises the preparation of construction programs and budgets;
- Investigates and recommends approval of land acquisition, contractors, sub-contractors and vendors;
- May seal and sign plans, working drawings and specifications as a registered architect as defined in Article 147, Section 7307 of the New York State Education Law;
- Prepares monthly and annual reports;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles and practices of architecture;
- Thorough knowledge of the practices of specification writing;
- Thorough knowledge of construction estimating, including the relative cost of materials related to useful life;

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- Good knowledge of the legal principles and practices of contract preparation;
- Good knowledge of computer assisted design, CAD;
- Good knowledge of personal computers and office equipment;
- Familiarity with the design and analysis of structures;
- Skill in complex engineering computations;
- Ability to lay out and supervise the work of professional and sub-professional personnel;
- Ability to get along well with others and to deal effectively with contractors;
- Accuracy;
- Reliability;
- Resourcefulness;
- Sound professional judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree\* in Architecture and five (5) years full time paid experience in field and office experience in architecture, one (1) year of which must have been in the design of architecture projects and one (1) year of which must have been in construction administration; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree\* in Architecture, and six (6) years of fulltime paid field and office experience in architecture, including the specialized experience described in A; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree\* in Architecture Technology, and seven (7) years of fulltime paid field and office experience in architecture, including the specialized experience described in A; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and twelve (12) years of fulltime paid field and office experience in architecture, including the specialized experience described in A

**SPECIAL REQUIREMENT:** Possession of a license to practice as a registered architect in New York State.

**\*SPECIAL NOTE:** Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.