CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 786.5

Job Title: **SENIOR ARCHITECT**

Pay Grade: 29

GENERAL SUMMARY:

Evaluates, manages and monitors the technical design and quality of systems and structures to achieve goals and objectives within established design parameters.

RESPONSIBILITIES:

- Manages and coordinates design consultants.
- Provides schematic/design development and construction documents to secure bids for in-house designs.
- May oversee space allocation, land, and property acquisition and lease arrangements.
- Organizes and directs construction and renovation activities.
- Conducts technical reviews of plans and specifications to achieve program objectives.
- Coordinates special programs, i.e., asbestos abatement and hazardous material removal, as they relate to design and construction projects.
- Assists in developing and evaluating proposals and budget allocations.
- Creates interior design plans for in-house designs.
- Acts as final authority on evaluating technical quality.
- Administers and monitors special improvement programs.
- Manages activities and/or personnel in the section.

SPECIFICATIONS:

KNOWLEDGE:
Requires an architectural degree, which is accredited by the Texas Board of Architectural Examiners. Must be registered as an Architect with the State of Texas Board of Architectural Examiners.

EXPERIENCE:
Six years of professional experience in architecture are required.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work is nonstandardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

IMPACT OF ACTIONS:
Errors in work lead to significant costs and problems, and may have minor impact on the short- term performance of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Manages activities and/or staff in the section.

Indirect Supervision:
Typically has no indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues which require diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:
Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:
All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:
Graduate Architect
Architect
Senior Architect
Chief Architect

Effective: October 1990
Revised: November 2025