



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 786.6

Job Title: **CHIEF ARCHITECT**

Pay Grade: 31

### **GENERAL SUMMARY:**

Performs administrative responsibilities in directing all phases of project design and development related to construction and alteration of City properties.

### **RESPONSIBILITIES:**

- Manages major departmental function; establishes goals and evaluates section performance; develops and monitors subordinates; develops and manages budget.
- Plans and develops large projects to departmental programs.
- Organizes and directs the work of architects, technicians, and technical consultants.
- Evaluates project assignments and recommends modifications.
- Prepares new designs or techniques of material significance in solving problems.
- Assists in selecting contractors.
- Supervises administration of construction contracts and conducts periodic on-site observation of work in progress on major projects.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires an architectural degree that 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:**

Eight years of professional experience in architecture are required.

#### **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 could lead to major costs and problems and could significantly affect short-term results of the City. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives.

## **SUPERVISION EXERCISED:**

### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions such as hirings, terminations and pay changes.

### **Indirect Supervision:**

Involves supervision and evaluation of work as a Manager or the equivalent.

## **CONTACTS:**

### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors and occasionally with Deputy 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 some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

## **PHYSICAL EFFORT:**

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

## **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

## **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

## **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: October 1992*