POSITION DESCRIPTION

TITLE: ASSISTANT CHIEF ARCHITECT

CODE: 04831

DATE: April 22, 1996

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.

EXAMPLES OF TYPICAL TASKS

Assists the Chief Architect assigning projects to architectural personnel.

Participates 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 procedures 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 contact 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 project 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 represent the Chief Architect in high level conferences and
negotiations.

May incidentally perform duties described under Assignment Level
III of University Architect.

QUALIFICATIONS 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 OR PROMOTION

FROM: University Architect (04822) TO: None