NOTICE
OF
EXAMINATION

UNIVERSITY ARCHITECT, Exam. No. 2086
(For The City University of New York Only)

WHEN TO APPLY: From: October 2, 2002 To: October 22, 2002
APPLICATION FEE: $60.00 Payable only by money order to D.C.A.S. (EXAMS)

WHAT THE JOB INVOLVES: At Assignment Level I: University Architects under general supervision perform responsible supervisory work, or difficult and responsible work, in architecture. Appointments may be made immediately to any assignment level at management’s discretion. There are three (3) assignment levels within this class of positions. At each level, a University Architect may sign and seal architectural drawings for which the individual has supervisory or preparatory responsibility, and may sign and seal other documents. All personnel perform related work.

Some of the physical activities performed by University Architects and environmental conditions experienced are: Walking to and from inspection sites and during the course of inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing on scaffolds to inspect work; standing for extended periods of time; working in confined areas; distinguishing colors; wearing hard hats; bending and stooping during inspections; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acid; and working outdoors in all kinds of weather.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

See page 2 for Assignment Levels II and III

THE SALARY: The current minimum salary for Level I is $51,454 per annum; for Level II $61,173; and for Level III $68,432. This rate is subject to change. There are additional qualification requirements for Level II and Level III positions. See the ADDITIONAL INFORMATION section on page 2.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 by mail only. Applications will not be accepted in person.

HOW TO QUALIFY:

Registration Requirements: By the last day of the application period you must have a valid New York State Registration as an Architect. Current New York State registration as an Architect must be maintained for the duration of employment.

Residency: City residency is not required for this position.

English Requirement: Candidates must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City University

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
of New York.

REQUIRED FORM(S):

1. **Application for Examination**: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

2. **Education and Experience Test Paper**: Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Section B and New York State Registration information in Section C. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.

THE TEST: Your score will be determined by an experience test. You will receive a score of 70 points for meeting the registration requirement listed above. In order to qualify for additional credit, you must have 4 years of full-time satisfactory architectural work experience. These 4 years may not be used for credit over 70 points. After this experience requirement is met, you will receive credit up to a maximum of 100 points on the following basis:

**Additional Credit:**

(A) you will receive a score of 75 points for at least one (1) but less than two (2) years of full-time, satisfactory architectural work experience on educational, court, hospital and other large public buildings; or

(B) you will receive a score of 85 points for at least two (2) but less than three (3) years of full-time, satisfactory architectural work experience on educational, court, hospital and other large public buildings; or

(C) you will receive a score of 95 points for at least three (3) but less than four (4) years of full-time, satisfactory architectural work experience on educational, court, hospital and other large public buildings; or

(D) you will receive a score of 100 points for at least four (4) or more years of full-time, satisfactory architectural work experience on educational, court, hospital and other large public buildings.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

Education and experience must be obtained by the last day of the application period.

THE TEST RESULTS: If you pass the experience test, your name will be placed in score order on a CUNY eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

For Appointment to Levels II & III: **In addition** to a valid New York State Registration as an Architect and 4 years of full-time satisfactory architectural work experience, candidates are required to have one (1) year of full-time, satisfactory experience in the following for assignment to Level II and two (2) years of full-time, satisfactory experience in the following for assignment to Level III.

(1) Administering and directing a professional architectural team, unit, or division, engaged in complex projects; or

(2) Assuming full accountability for monitoring and controlling the quality of the processes and outcomes of the architectural project.

**Application Receipt**: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

**List Termination**: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the CUNY Vice Chancellor for Faculty and Staff Relations.
POSITION DESCRIPTION: UNIVERSITY ARCHITECT

CODE 04822

DATE 9/20/89

DUTIES AND RESPONSIBILITIES

This class of positions encompasses professional architectural work and project management of the University's Capital and Rehabilitation Construction program. There are three assignment levels within this class of positions. At each level a University Architect may sign and seal architectural drawings for which that individual has supervisory or preparatory responsibility, and may sign other official documents. All personnel perform related work.

ASSIGNMENT LEVEL I

Under general supervision, performs difficult and responsible architectural work as the following:

EXAMPLES OF TYPICAL TASKS

Plans, assigns and reviews the work of subordinates.

Prepares progress reports, may represent a college in its relations with Central Office or vice versa, contractors and their representatives, consultants, and the general public.

Prepares or supervises the preparation of detailed drawings for rehabilitation, capital remodeling or repair of structures or installations.

Prepares, or supervises the preparation of, specifications, cost estimates, and estimates for quantities for furniture, furnishings and equipment in all areas of a college.

Makes interpretative detail sketches or layouts of portions or aspects of architectural plans.

Prepares, or supervises the preparation of, complete or final analyses of the spatial organization and efficient utilization of major sites and structures, or of the functional arrangement of interior units, utilities and appurtenances.

Monitors preparation of construction documents and adherence to project program and budget for small maintenance or alteration projects.
UNIVERSITY ARCHITECT (cont'd)

Develops designs of exteriors, facades, ornamental work, sculpture, grounds and walks, etc. of a complex nature.

Gathers information for preparation of various programs, utilization studies, and equipment and space inventories.

Meets with contractors, manufacturers' representatives, consultants, College Administrators, Central Office and in-house staff to review project details.

Maintains and files reference materials for an architectural and interior resource library and sample collection. This may include project drawings, duplicating and distributing.

Attends job-site meetings when necessary.

Makes periodic field inspections and final inspections as necessary.

Reviews and comments on change orders.

ASSIGNMENT LEVEL II

Under direction, with wide latitude for the exercise of independent judgment or action, performs highly difficult and responsible architectural work as the following:

EXAMPLES OF TYPICAL TASKS

Serves as a consultant on major architectural matters of the college.

Directs very complex and important research.

Coordinates or supervises multi-disciplined architectural efforts on a major project.

Generates original proposals and reports of a complex nature.

Prepares initial capital budget submissions, including budgets and cost estimates.

Applies in-depth knowledge of legal matters related to architecture.

Monitors preparation of construction documents and adherence to project program and budget for small maintenance or alteration projects.

Supervises a special and difficult project.

When necessary, performs the duties described under Assignment Level I for a limited period of time.
UNIVERSITY ARCHITECT (cont'd)

ASSIGNMENT LEVEL III

Under general direction, with wide latitude for the exercise of independent initiative and judgment in the Central Office of the City University, is responsible for providing architectural related management services for projects of varied complexity for all phases of the planning, design, construction and occupancy such as the following:

EXAMPLES OF TYPICAL TASKS

Coordinates all activities for projects assigned.

Issues procedures for the project for conformance to required codes and regulations.

Conducts project meetings with consultants.

 Acts as point of contact and liaison for the Office of Facilities, Planning and Management with the colleges, Central Office staff, and governmental agencies.

Reviews projects designed by outside consultants or the Colleges.

Monitors adherence to project budget and program.

Monitors timely completion of project phases.

Assures compliance with project specifications and quality requirements.

Assists the Contracts Administration Unit in the preparation of bidding documents, advertisement and award of contracts.

Attends job site meetings when necessary.

Serves as a consultant on extremely complex and highly specialized architectural matters.

Directs all aspects of extremely complex and important architectural projects.

Recommends approval of contract payments when required.

Makes periodic field inspections and final inspection as necessary.

Reviews field reports.

Reviews, recommends and/or approves change orders in accordance with procedures.

May supervise lower level architects and the support staff.

May incidentally perform duties described under lower assignment levels.
QUALIFICATION REQUIREMENTS

A valid New York Registration as an Architect and four years of full-time experience in professional architecture work.

Note: In addition, the candidates are required to have one year of project management experience for assignment Level II; and two years of project management experience for Level III. A graduate degree in a management field from an accredited college may be substituted for one year of experience for Level III.

DIRECT LINES OF PROMOTION

From: University Assistant Architect (04821)  To: Assistant Chief Architect (04831)


REGULATION REFERENCE NO.: 2.2.3.

INDEX REFERENCE: University Architect/Engineer Assignment Level III

Until such time that University Personnel can revisit the job duties of University Architect/Engineer, assignment level III, as it would apply to the colleges, all review of requests to make appointments in this assignment level at the colleges will be on a case-by-case basis. Previously this assignment level was limited to positions in the Central Office.