NOTICE OF EXAMINATION

UNIVERSITY ASSISTANT ARCHITECT (CUNY)
Exam. No. 0087
(For The City University of New York Only)

WHEN TO APPLY: From: November 1, 2000 To: November 21, 2000
APPLICATION FEE: $40.00
Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: Multiple-choice test expected to be held on Saturday, February 24, 2001.

WHAT THE JOB INVOLVES: At Assignment Level I: University Assistant Architects, under direct supervision with limited latitude for independent action or decision, perform architectural work of moderate difficulty in planning and design for the creation, construction, alteration, rehabilitation or restoration of buildings and facilities; and perform related work.

Some of the physical activities performed by University Assistant Architects and environmental conditions experienced are: Walking to and from inspection sites; climbing and descending from ladders or stairs to get to areas to be inspected; standing for an extended period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; communicating orally; carrying clipboard and inspection forms; climbing around and over various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; 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.)

THE SALARY: The current minimum salary is $40,075 per annum for Level I. For Level II the salary will be $47,572. This rate is subject to change. Appointment to Level II is at the discretion of the City University of New York.

HOW TO APPLY: If you believe 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:

Education and Experience Requirements: By the last day of the Application Period you must have:

1. A Bachelor or Master of Architecture that is the first professional degree in architecture from an accredited college and one year of full-time satisfactory experience in architectural work; or

2. A Bachelor of Science degree in architecture that is the first four years of a five year first professional degree program in Architecture from an accredited college and two years of full-time satisfactory experience in architectural work; or

3. A valid New York State Registration as an Architect.

The following are examples of four year degrees that are NOT acceptable for this examination.

   a) Bachelor of Science in Architectural Technology
   b) Bachelor of Professional Studies in Architecture
   c) Bachelor of Science in Fine Arts issued by the Architectural Department of a college
   d) Bachelor of Science in Art and Design issued by the Architectural Department of a college

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
You may be given the test before we check your qualifications.

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 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 Sections A, A.2, A.3, B and 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.

3. Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements): If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on architectural principles, theory, practice and design; drafting techniques, layout and site planning; principles and techniques of construction; construction materials and equipment; mathematics; principles of supervision; safe work practices in construction sites; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice 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:

This examination is for positions with The City University of New York (CUNY) only. If you would like to apply for Assistant Architect in City agencies you must submit a separate application and fee for Exam. No. 0026 from November 1, 2000 through November 21, 2000.

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.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."
CUNY CLASSIFIED CIVIL SERVICE

POSITION DESCRIPTION:  

TITLE: University Assistant Architect

CODE: 04821

DATE: April 24, 2000 R

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This class of positions encompasses professional architectural work of varying degrees of difficulty and responsibility. There are two (2) assignment levels within this class of positions. All personnel perform related work.

ASSIGNMENT LEVEL I

Under direct supervision with limited latitude for independent action or decision performs architectural work of moderate difficulty in planning and design for the creation, construction, alteration, rehabilitation or restoration of buildings and facilities.

Examples of typical tasks:

Prepares designs, plans, contract and working drawings, contract specifications and other documents and estimates of quantities and costs indicating the nature and scope of the project.
Maintains constant surveillance of construction operations to ensure satisfactory progress and strict adherence to contract documents.
Engages in routine research, investigation, studies or examinations related to architectural functions and user activities.
Utilizes a personal computer to access and maintain data to perform daily tasks including computerized architectural drawings.
Prepares construction documents for small to moderate maintenance or alteration projects.
Assists with the preparation of analyses regarding the utilization of sites and structures.
Maintains updated project list and prepares monthly progress reports on assigned work.
Maintains and files reference materials and project drawings for such purposes as a architectural resource library.
Maintains a register of change orders and statements of corresponding time and cost impact.

**ASSIGNMENT LEVEL II**

Under general supervision with moderate latitude for independent action or decision performs architectural work of some difficulty and responsibility in the planning and design for the creation, construction, alteration, rehabilitation or restoration of buildings and facilities.

**Examples of typical tasks:**

Assists the University Architect or other supervisor in the preparation of special reports.
Participates in and may supervise, the preparation of recommendations for alterations or repairs of buildings.
Prepares detailed drawings of structures or installations.
Makes interpretative detail sketches or layouts of architectural plans.
Prepares a complete analysis of the spatial organization and efficient utilization of sites and structures or of the functional arrangement of interior units, utilities and appurtenances.
Engages in the conduct of complex and important research, investigations, or studies related to architectural activities.
Prepares construction documents for medium to large size maintenance or alteration projects.
Prepares monthly progress reports of assigned projects.
Prepares and processes change orders, reviews shop drawings for conformance to project specifications.
May attend construction progress meetings.
Coordinates the engineering components of a project with its architectural design.
Performs duties of University Architect, Level I, except signing and sealing architectural drawings or other official documents, and except supervision of University Architects.
May direct or supervise other University Assistant Architects or other professional support personnel.

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QUALIFICATION REQUIREMENTS:

1. A Bachelor or Master of Architecture that is the first professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) and one (1) year of full time satisfactory experience in architectural work; OR

2. A Bachelor of Science degree in architecture that is the first four years of a five year first professional degree program in Architecture from an accredited college and two years of full-time satisfactory experience in architectural work.

DIRECT LINES OF PROMOTION:

FROM: None                      TO: University Architect