



ASSOCIATE ARCHITECT

Definition

Under direction, to act as liaison agent between the potential occupants of County owned facilities and contract architects engaged in the design of buildings; to plan and design building and alterations to building; and to assign work, give instructions and pass upon architectural projects.

Typical Tasks

- Confers with persons using or who will use County owned buildings and other facilities to determine building design program;
- Makes feasibility and cost estimate studies of proposed building and alterations;
- Prepares and assembles design proposals;
- Approves materials, shop drawing and change orders;
- Advises construction inspectors;
- Approves payment of design and construction projects;
- Makes final acceptance inspections of buildings and alterations;
- Prepares and administers contracts for the design of buildings;
- Coordinates between the contract architect and the user and other agencies;
- Reviews, checks and reports on proposals, drawing and specifications prepared by contract architects;
- Performs related work in the coordination and administration of design contracts;
- Performs project supervision;
- Designs buildings and alterations to buildings;
- Consults with structural, mechanical and electrical engineers;
- Determines materials and methods of construction;
- May do landscape architectural, site development and interior design work;
- Prepares working drawing and specifications;
- Makes presentation drawings;
- Performs related work as required.

Employment Standards

Graduation from an accredited college or university with major work in architecture and four years of experience in professional architectural work including the planning and design of buildings.

Registration as an architect in the State of California at the time of appointment.



Knowledge of:

- Theories and principles of architecture;
- Architectural details and standards;
- Building construction materials and methods;
- Structural, mechanical and electrical systems as related to commercial buildings;
- Codes, ordinances, and laws concerning building design and construction;
- Principles of supervision and training.

Ability to:

- Determine or establish building design programs;
- Provide project supervision;
- Coordinate the activities of several divisions and agencies;
- Design pleasing and efficient buildings;
- Do rendering and architectural drawings;
- Prepare specifications;
- Make sound architectural judgments based on thorough research and analysis;
- Prepare comprehensive correspondence and reports;
- Establish and maintain cooperative working relationships with those contacted in the course of work.