



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	ARCHITECT DIVISION HEAD	<b>Department:</b>	MULTI
<b>Job Code:</b>	2082	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	EX-7

### Summary

This is responsible administrative and supervisory professional architectural work as a division head directing major architectural programs involving the planning, design, development, construction, renovation, maintenance or operation of aviation, utilities, public works facilities and/or related projects.

Work involves administrative and technical responsibility for completion of major programs such as architectural design work in the planning and development of construction and/or renovation projects such as airports, bridges and roads, buildings, water and pollution control systems, air quality and solid waste programs and surface transportation systems. Frequent consultation with department heads, consultants, contractors and others concerned with specific projects is required in the design, review of plans and specifications and inspection of construction work for compliance with prescribed architectural criteria. Assignments are received in conference with a professional superior and employees of this class are expected to exercise broad independent judgment to resolve technical problems. Work is reviewed by a professional superior through observation, conferences and evaluation of written reports and plans for technical quality and adherence to department standards.

### Duties and Responsibilities

- Designs, plans and assigns specific projects or areas of work to professional and technical subordinates.
- Reviews and approves completed plans, specifications, drawings and estimates.
- Confers with division heads and other departmental officials, consulting architects, contractors and others as project needs require.
- Represents the department in matters with other governmental agencies, private firms and the general public.
- Prepares budget estimates for the assigned division and assists in the development of departmental objectives, goals and programs
- Reviews vouchers and supporting field data for partial payments for work completed; approves payment per contractual requirements.
- Prepares specifications for materials and products; performs necessary research for satisfactory substitutes; investigates material(s) failure(s).
- Inspects construction work in progress for compliance with plans and specifications; approves and authorizes changes as necessary; interprets plans and specifications for inspectors and contractors.
- Develops and supervises training programs for new technical personnel.
- Maintains necessary records and prepares reports.
- Performs related work as required

**Technical Skills**

Extensive knowledge of:  
The principles and practices of architecture as applicable to departmental activities.  
Applicable construction and maintenance methods, materials, and equipment.  
Building construction and renovation methods and techniques, materials.  
Building codes, and equipment used.  
  
Thorough knowledge of:  
Federal and state regulations applicable to departmental activities.  
Applicable city administrative code requirements.  
  
Ability to:  
Design, plan, organize, direct, and coordinate the activities involved in accomplishing the overall objectives of the department engineering plan and supervise the work of subordinates.  
Appraise proposed capital improvements in light of capital budget and federal, state, and other matching funds.  
Understand and evaluate highly complex technical records and reports requiring extensive knowledge of system operations.  
Provide effective leadership and to establish and maintain effective working relationships with subordinates, municipal officials, representatives of other agencies, and the general public.  
Design, plan, organize and direct extensive architectural programs.  
Express facts and ideas clearly and concisely, orally and in writing.  
Prepare specifications, materials and cost estimates for a variety of architect projects.  
Adapt approved architectural methods and standards to the design and construction of a wide variety of projects.  
Perform related technical research, prepare reports and give technical advice

**Education and Experience**

Six (6) years of progressively responsible experience as a Registered Architect.

**Certificates/  
Licenses/Special  
Requirements**

- Within six (6) months of hire date, must be registered as a registered architect with Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Professional Landscape Architects.
- Must pass a background check as prescribed by City.
- Will be required to pass a preemployment drug screen.

**Supervisory  
Responsibility**

Supervision may be exercised over assigned professional architects and assistants.

**Supervision  
Received**

Work is performed under close to general technical supervision of a professional superior.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created**

11/90

**Revised**

5/96, 9/06, 5/11, 11/18, 8/2022, 01/2024