



**Technical Skills**

Extensive knowledge of:  
The principles and practices of architecture as applicable to departmental activities.

Thorough knowledge of:  
Federal and state regulations applicable to departmental activities.

Ability to:  
Organize, direct, and coordinate the activities involved in accomplishing the overall objectives of the department.  
Plan and supervise 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.  
Establish and maintain effective working relationships with subordinates, municipal officials, representatives of other agencies, and the general public.  
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 architectural projects.  
Adapt approved architectural/engineering methods and standards to the design and construction of a wide variety of project.  
Perform related technical research, prepare reports and give technical advice.

**Education and Experience**

Professional Architect registration.

**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.
- May be required to pass a preemployment drug screen.
- Must pass a background check as prescribed by the City.

**Supervisory  
Responsibility**

Exercises supervision over all assigned professional and paraprofessional personnel.

**Supervision  
Received**

Work is performed under the general technical and administrative supervision.

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**

11/00, 9/06, 8/10, 5/11, 11/18, 8/22