City of Kansas City, Missouri
Job Class Specification

Job Title: CITY ARCHITECT

Department: GENERAL SERVICES

Job Code: 2084

Status: EXEMPT

Grade: EX-8

Summary

This position is responsible for all municipal construction, capital projects and renovation projects on most City-owned property. The City Architect is also responsible for the 1% for Arts program city-wide and the Municipal Art Commission administration.

This position performs highly responsible architectural work of an administrative and technical nature directing activities of the Architecture Division. Responsible for planning, directing, and coordinating capital project design and construction.

Duties and Responsibilities

- Directs professional, semi-professional, and other staff in the development, design, and construction of a variety of buildings, construction and art projects and programs and public-private-partnerships.
- Oversees all capital improvements of most city-owned property.
- Reviews and approves plans, specifications, drawings and estimates.
- Works closely with Director, Deputy Director, City Manager's Office 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.
- Participates in professional associations, committees and various professional boards.
- Prepares budget estimates for the assigned division and assists in the development of departmental objectives, goals and programs.
- Supervises preparation of 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 a prioritized schedule of repair, maintenance and/or modification projects for city-owned buildings and implement that schedule.
- Maintain and control departmental space allocation within city-owned assets.
- Develops and supervises training programs for new technical personnel.
- Maintains necessary records and prepares reports.
- Acts as department liaison to the Capital Improvements Program (CIP) committee
- Prepares special studies and reports on a variety of subjects and activities as a basis for recommendations to Director of General Services, City Manager, the Mayor, and City Council.
- Performs related work as required

Technical Skills

Considerable knowledge of:

The principles and practices of architecture as applicable to city-wide activities.
Applicable construction and maintenance methods, materials, and equipment.
Building construction and renovation methods and techniques, materials.
Building codes, and equipment used.
Project delivery and contracting methods.
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 capital improvements plan.
Appraise proposed capital improvements in light of capital budget.
Understand and evaluate highly complex technical records and reports requiring extensive knowledge of building systems.
Provide effective leadership and 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

Requires an accredited degree in Architecture, and fifteen (15) years of progressively responsible experience in architecture and/or capital project management, including ten (10) years 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 is exercised over assigned professional architects and designers, paraprofessional personnel and assistants.

Supervision Received

Work is performed under the general direction of the Deputy Director and Director

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

Created

05/2026