

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ARCHITECT SPECIALIST-LICENSED

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for an architectural program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title - Architect Specialist-2 Lic

Architect Specialist-Licensed 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title - Architect Specialist-3 Lic

Architect Specialist-Licensed 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

NOTE: There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant:

Advises and assists the official in all areas of the official's responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Ensures the work quantity and quality for a specific architectural program by requiring strict adherence to methods and procedures.

Formulates procedures, policies, and guidelines for assigned programs.

Recommends, develops, and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Prepares working drawings, specifications, and cost estimates pertaining to the construction of buildings and structures.

Drafts master and final plans and prepares detailed development and other plans and specifications.

Reviews plans for conformance to codes and authorizes approval for construction.

Recommends modifications to existing specifications and plans.

Conducts structural, mechanical, electrical, and operational and/or maintenance surveys and recommends action where necessary.

Inspects projects as they progress to determine regulation and specification compliance.

Advises contractors on the interpretation of plans and recommends changes when necessary.

Acts as a liaison with other agencies, organizations, and employees to coordinate the technical aspects of the program.

Makes public presentations of master plans with prepared plans, charts, and other visual aids.

Serves as a technical consultant and liaison with industry and governmental agencies.

Plans and coordinates the training of staff.

Conducts special projects and studies.

Maintains records, prepares reports and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the need, preparation, and use of reports.

Knowledge of the principles and practices of architecture.

Knowledge of laws and codes pertaining to architectural design.

Knowledge of methods of analysis and computation required in architectural design.

Knowledge of the instruments, tools, symbols and nomenclature used in architectural or structural drawing, shop drawing and specifications.

Knowledge of the costs and uses of construction materials in building design.

Knowledge of inspection techniques and procedures.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Ability to organize and coordinate the activities of an architectural design or plan review program.

Ability to determine work priorities.

Ability to make accurate drawings to scale from sketches, design drawings, and verbal instructions.

Ability to prepare complete plans, specifications, schedules, and cost estimates.

Ability to make space utilization studies and analyses.

Ability to make material and labor estimates and computations.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Working Conditions

Some jobs require visiting building sites and observing construction.

Physical Requirements

None

Education

Possession of a bachelor's degree with a major in architecture.

Experience

Architect Specialist-Licensed 13

Four years of professional experience providing architect services equivalent to an Architect, including two years equivalent to an Architect P11 or one year equivalent to an Architect 12.

Architect Specialist-Licensed 14

Five years of professional experience providing architect services equivalent to an Architect, including three years equivalent to an Architect P11, two years equivalent to an Architect 12, or one year equivalent to an Architect Licensed Specialist 13.

Special Requirements, Licenses, and Certifications

Michigan licensure as a registered architect

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ARCHITSPL

Job Code Description

ARCHITECT SPECIALIST-LICENSED

Position Title

Architect Specialist-2 Lic

Architect Specialist-3 Lic

Position Code

ARTSPL2

ARTSPL3

Pay Schedule

H21-029

H21-030

SA

10/25/2015