



The City Beautiful

City of Coral Gables Job Description

Job Title: City Architect
Department: Building and Zoning
Classification: 8929
Pay grade: 25E
FLSA: Exempt

Prepared Date: 10/06
Approved By:
Approved By:

Summary

Provides architectural and design support to the City and Building and Zoning Department by serving as the technical advisor for the City in issues regarding architecture and urban design for both public and private projects. Provides technical review of alterations to City owned historic properties, reviews plans and requests for proposal from outside architectural services for compliance with historic preservation practices and code compliance. Recommends conditions and/or alternatives to ensure projects are responsive to the emerging needs of the community and consistent with City policies and established codes. Exercises considerable initiative and independent judgment under the direction of the Building and Zoning Director.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Ambassador for the City of Coral Gables in professional settings and serves as technical advisor to Building and Zoning on decisions which have architectural and design implications.

Coordinates all activities related to and acts as secretary to the Board of Architects and; attends meetings, reviews plans, prepares technical reports and makes recommendations.

May expedite review of plans as they come before the Board of Architects.

Develops and maintains policies and procedures for the Board of Architects.

Defends all appeals from Board of Architects to Board of Adjustment and City Commission.

Has input into City building decisions. Provides design review of architectural plans and makes recommendations for refinement prior to review by the Board of Architects.

Serves on the Development Review Committee providing advice on the aesthetics of public and private buildings and makes recommendations based on Board of Architect guidelines.

Knowledge, Skills, and Abilities

Must possess outstanding writing and public speaking skills. Must be able to analyze and diagnose problems as well as research and interpret codes, regulations, standards, plans and specifications, legal descriptions, and various governmental documents. Requires a basic understanding of architecture, planning, zoning, municipal, and administrative codes, and public information processes. Must be oriented towards community service and be sensitive to the public process. Ability to make decisions recognizing established precedents and practices. Ability to establish and maintain effective working relationships with other employees, property owners, residents, community and civic groups, building owners, contractors, architects, engineers and the public.

Working knowledge of personal computer applications; including an understanding of AutoCAD and geographic information systems, in addition to word processing and spreadsheet software applications, and peripheral equipment including scanners, printers and inkjet plotters.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines. Work is predominately performed indoors within a usually quiet to moderately noisy and sometimes stressful environment when dealing with developers and contractors. Must be able to lift, carry and or push articles weighing up to 30 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

Bachelor's and/or Master's Degree in architecture, urban and regional planning, or other field closely related to architecture.

Registered Architect in the State of Florida.

State of Florida architectural license.

Minimum 10 years experience with managerial and supervisor experience for a state, county, or local government planning agency or private organization directly involved in architecture, planning, land development, or land use design functions. A minimum of five years of experience must be in architecture.

American Institute of Certified Planners (AICP) certification preferred

Plans examiner license preferred.

Historic Preservation experience desirable.

Valid Florida Driver's License.