



Career Service Authority

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Urban Design Architect

GENERAL STATEMENT OF CLASS DUTIES

Performs standard level professional architectural work by applying the knowledge of land use, transportation, public space architecture, construction related design skills, and regulatory practices to define and implement urban design objectives in the planning and design of the city's public spaces, streetscapes, and buildings as well as in the review of private development.

DISTINGUISHING CHARACTERISTICS

This class performs standard level professional architectural work by applying the knowledge of land use, transportation, public space architecture, construction related design skills, and regulatory practices to define and implement urban design objectives and activities. This class is distinguished from the Architect class that performs intermediate level professional architectural work by administering and monitoring less complex projects involving the renovation of buildings and facilities and reviews design and construction documents for adherence to regulatory compliance. The Urban Design Architect is also distinguished from the Senior Architect class that performs full performance professional architectural work by preparing and managing complex, multifaceted projects involving the construction and renovation of buildings and facilities and reviews design and construction documents for adherence to regulatory compliance.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Creates policy, design, and performance guidelines and standards for review of private development and develops standards for review of publicly-funded projects such as buildings, bridges, and streetscapes.

Reviews actual designs of private and publicly-funded projects such as buildings, bridges, streetscapes, and infrastructure for compliance with respective standards and provides design analysis and recommendations for other agency projects.

Creates models and graphics and writes text for urban design reports and presentations.

Makes oral presentations to staff, the public, elected officials, boards, and commissions to explain urban design concepts and departmental procedures.

Organizes and leads the short and long term planning efforts of planning and urban design teams and works as a team member under the project management of others.

Conducts field research and assembles original data to verify and validate local and national urban design issues, procedures, and implementation.

Participates in selecting project consultants, establishing the scope of work assigned, and directing work in progress.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Architecture - Knowledge of the concepts, principles, theories, and practices used in the planning, design, construction, adaptation, and maintenance of buildings or other structures, taking into consideration aesthetic and functional concerns.

Public Planning - Knowledge of functions, principles, methods, and techniques of public planning including those related to community and neighborhood and natural resource

management such as demand forecasting, environmental impact analysis, financial forecasting, and land use planning and zoning.

Design – Knowledge of the materials, methods, systems, and the tools used to construct objects, structures, and buildings.

Creative Thinking – Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new methods where established method and procedures are inapplicable or are unavailable.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Writing - Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

Self-Management - Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Oral Communication - Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Problem Solving - Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Planning and Evaluating - Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

Decision Making - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Diversity - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Customer Service - Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Technical Competence - Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior, works with others towards an agreement, and negotiates to find mutually acceptable solutions.

Conflict Management - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Integrity/Honesty - Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Accommodation: ability to adjust vision to bring objects into focus.

Color vision: ability to distinguish and identify different colors.

Working Environment:

Pressure due to multiple calls and inquiries.
Subject to many interruptions.

Education Requirement:

Bachelor's Degree.

Experience Requirement:

Two years of professional urban design experience including design of architectural projects and site plans which shape an urban environment plus the creation and rendering of urban design plans and concepts.

Education/Experience Equivalency:

A Master's Degree may be substituted for one year of the experience requirement.

Licensure and/or Certification:

Registration as an Architect by the Colorado State Board of Registration at the time of application. Registration as an Architect by another state will be accepted in lieu of this requirement provided that the applicant has Colorado registration by the end of the probationary period.

By position, possession of a valid driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Patricia Anderson

REVISED DATE: 03/21/2010

REVISED BY: Patricia Anderson

CLASS HISTORY 3/2010 - This class has been revised and updated as part of the Engineer/Architect Study.