Classification Specification for Unclassified Service

**Title:** Architect/Interior Designer I

**Pay Scale Group:** 00-AA

**Essential Function**

Applies professional knowledge, skills and training to perform design related tasks for all project team members during the programming and design phase on small projects.

**Characteristic Duties**

Provides assistance in evaluating design alternatives;

Applies understanding of architectural fundamentals demonstrating abilities in program development and understanding of design development through Schematic Design, Document Design and Construction Design phases;

Performs square footage takeoffs;

Researches existing documents/drawings and existing conditions;

Reviews documents prepared by the design team at the critical stages of the design process (i.e., schematic design, design development);

Interprets user needs into sketch form for design team use;

Assists in reviewing and analyzing project cost and other numeric data;

Assists in program development;

Successful completes assigned tasks;

Serves as a developing level architect/interior designer.

**Minimum Qualifications**

Bachelor's degree in a specific discipline, i.e., (Architecture, Interior Design, Planning or related field) with three (3) years' experience; registered Architect or professional certification may be required.

**Knowledge/Experience**

Entry level professional, who demonstrates understanding of fundamental architectural concepts, demonstrates experience in project coordination and working with others to complete projects. To Progress Through This Level:
Demonstrates increasing independence and decreasing need for work direction; succeeds in an ever widening range of projects; and successfully manages small projects.

**Communication:**

Communicates technical concepts to others in a way that builds understanding; effectively answers project questions specifically related to the work performed; effectively communicates and provides feedback to clients, and outside agencies on issue that impact projects.

**Interaction with Others**

Responsible for the timeliness and quality of own work assignments and participates with work team; no formal supervisory or work guidance responsibility; leads by example.

**Work Complexity**

Works under guidance of a more experienced professional; meets assigned deadlines.

**Guidance & Supervision Received**

Performs work as directed by supervisor, relies on more experienced staff; most work is subject to frequent review; refers questions and issues to the senior level architects.

**Physical requirements**

Physical dexterity such as climbing ladders, scaffolds, and irregular terrain, etc. is required to inspect the building construction sites.