



Project Design Specialist III

Salary Group: B20

Class Code: 2257

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PROJECT DESIGN SPECIALIST I	2255	B18	\$39,521 - \$64,449
PROJECT DESIGN SPECIALIST II	2256	B19	\$42,244 - \$68,960
PROJECT DESIGN SPECIALIST III	2257	B20	\$45,158 - \$73,788

GENERAL DESCRIPTION

Performs highly complex (journey-level) architectural assistance work. Work involves coordinating and/or performing architectural assistance work in an office, laboratory, or field setting. May serve as a lead worker providing direction to others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees and/or prepares conceptual and preliminary drawings and specifications for restoration and new construction projects.

Coordinates and performs architectural fieldwork in areas such as surveying, inspection, and construction.

Coordinates and performs drafting and design functions.

Coordinates and performs quality and quantity analyses of architectural materials.

Coordinates the evaluation of historic sites to ascertain their condition and prepares reports describing conditions, deficiencies observed, recommended work, and associated costs.

Coordinates and reviews projects for compliance with the National Historic Preservation Act.

Receives, reviews, and maintains files of materials and prepares appropriate reports.

Collects, organizes, analyzes, and/or prepares materials in response to requests for project information and reports.

Prepares and provides presentations.

May analyze the project to develop actions plans for improving or initiating new projects.

May serve as a lead worker providing direction to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in architectural work. Graduation from an accredited four-year college or university with major coursework in architecture or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of architectural principles, techniques, and procedures.

Skill in the use of standard tools of the profession and in interpreting architectural plans and specifications.

Ability to perform drafting and design functions, to communicate effectively, and to serve as a lead worker providing direction to others.