

Coordinator IV, Architecture

Position Details

Job Code: U7403

Reference Code: A544

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule.](#)
[12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to manage the architectural design team, as well as the overall program for Clark County School District architectural modernization issues. This position serves as the District's principal architect with contracted architects/engineers to facilitate projects in District schools and support facilities. This position is directly responsible to the Director IV, Construction Management, Facilities Services Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops, recommends, and interprets practices and procedures for architectural design; interprets and applies District policies and regulations related to assigned work.
2. Assists in the development of the department budgets pertaining to architectural engineering systems; coordinates project requirements with District staff for changes in scope, budget, and schedules.
3. Responsible for completed designs, cost estimates, plans and specifications, and project schedules for architectural work.
4. Expedites and monitors the architectural design and construction of items to resolve Americans with Disabilities Act (ADA) regulations and design standards.

5. Responsible for investigating architectural work requests, conducting feasibility and cost studies, developing design solutions to architectural problems, recommending alternative approaches, including the use of District work force or contract services, and incorporating new methods and equipment.
 6. Provides professional architectural expertise and advice within the District.
 7. Reviews and analyzes architectural service proposals, Requests for Qualifications (RFQ's), Requests for Proposals (RFP's), and associated documents.
 8. Coordinates planning project activities for the architectural design team with District staff and engineering firms regarding project scope and requirements.
 9. Ensures compliance with local, state, and federal building codes and regulations.
 10. Reviews and coordinates architectural design by outside architectural consultants.
 11. Makes recommendations and provides supporting general work scope and budget estimates to District Facilities Asset Maintenance Department for future annual plan and master plan development.
 12. Serves as chairperson for committees pertaining to architectural projects.
 13. Formulates, coordinates, and assists in determining priorities for current and long-range architectural projects.
 14. Coordinates planning activities for integration of architectural projects requiring unique schedules for ongoing maintenance, asbestos abatement, ADA regulations and design standards, and new construction.
 15. Evaluates the performance of assigned staff.
 16. Supervises and provides direction and training for assigned staff; coordinates accomplishment of team goals, objectives, and activities.
 17. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of architectural professional education; practices; technical expertise; procedures; regulations; laws; building codes; ADA regulations and design standards; and software applications.
2. Knowledge of principles, practices, and techniques of construction and building design and structural, mechanical, and electrical engineering.
3. Knowledge of principles of public agency purchasing, contract development, and contract administration.
4. Knowledge of computer applications related to the development of plans and specifications (i.e., computer-aided design (CAD) and project scheduling).

5. Knowledge of and ability to recognize, understand, and interpret all local, state, and federal codes including, but not limited to: International Building Code (IBC), Uniform Medical Codes (UMC), Universal Product Code (UPC), National Fire Protection Association (NFPA), American Society of Mechanical Engineers (ASME), and ADA regulations and design standards.
 6. Knowledge of appropriate federal, state, and local codes, statutes, and ordinances.
 7. Knowledge of building design/construction methods and materials.
 8. Knowledge of facilities architectural analyses and survey methods.
 9. Ability to coordinate and administer professional architectural service contracts.
 10. Ability to perform and coordinate professional-level architectural building design and modifications.
 11. Ability to make oral and/or visual presentations to individuals or large groups.
 12. Ability to use initiative and independent judgment within general policy guidelines.
 13. Ability to prepare documents including contract specifications, sketches, drafting diagrams, and correspondence.
 14. Ability to interpret, apply, and explain District policies, codes, and regulations.
 15. Ability to set priorities, coordinate multiple activities, and meet critical deadlines.
 16. Ability to read and interpret plans, specifications, and contracts.
 17. Ability to convey information in written and graphic form in keeping with building planning methods.
 18. Ability to plan and organize work.
 19. Ability to work flexible hours, and shifts.
 20. Ability to withstand heights and perform work safely.
 21. Ability to work cooperatively with employees, other agencies, and the public.
 22. Ability to recognize and report hazards, and apply safe work methods.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in a corresponding or related positions or have five (5) years of successful supervisory experience related to the administrative position.
2. Five (5) years of experience as an architect.
3. Experience in planning, modifying, or maintaining K-12 educational facilities.
4. Training and/or experience in preparing and delivering presentations to various interest groups.

Preferred Qualifications

None specified.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/04/22
- Created: 11/20/08