



Architect #02406

City of Virginia Beach – Job Description

Date of Last Revision: October 29, 2025

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 18

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Perform a variety of architectural duties of a complex nature which may include any combination of: project management, infrastructure construction, maintenance & repair, reviewing and approving commercial and residential site plans and subdivision plans, designing and reviewing plans and specifications for buildings, highways and roadways, storm drainage, shore protection, water and sanitary sewer, supervision of non-technical staff, field architectural and management support for operation and maintenance of public facilities, and related work as required. Complex architectural work will entail a considerable amount of independent actions or decisions on designs, project management and operations, and regular assignments of complicated or specialized architectural and/or project tasks which demand application of advanced or specialized principles of architectural disciplines and problem solving

skills. Will be in responsible charge of the management of complex architectural projects, programs or operations and will require minimal supervision. Complex project examples include the architecture, design, construction, and operation or maintenance of buildings, storm water drainage, pump stations, and vacuum systems; may be responsible for the preparation and administration of a bureau budget; and may supervise other architects or engineers for special projects.

Representative Work Functions and Responsibilities

- Provide comprehensive architectural support in all areas of architecture for the development of capital projects such as those that appear in the City's six-year capital improvement program (CIP), including cost estimates, and related items for the City to budget for its capital improvement projects.
- Review design and inspection activities on a number of complex projects to ensure City staff meets city standards; and provide training and assistance to professional staff in preparation or review of design drawings to ensure City standards are adhered to and that good architectural practices are followed.
- Investigate and resolve difficult technical development and operational problems to keep plan review procedures and project design activity functioning smoothly.
- May assist in the planning, direction and management of a major operational bureau to provide for an efficient and productive staff.
- Coordinate projects with several interdepartmental agencies and the private sector to meet project goals, especially in maintaining the work effort on schedule; and provide recommendations as staff input for Planning Commission and City Council actions to assure that special needs of the City are met.
- Provide technical response to citizen inquiries concerning specific projects to properly inform them as well as incorporate their input.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

- Successfully manage all work to achieve project completions of high quality and cost effectiveness while operating within fixed schedules.
- Achieve objectives within the state, federal and local standards.
- Efficiently administer CIP projects.
- Solve citizen problems in a courteous and timely manner.
- Ensure the health safety, and welfare of the people through adequate design.

Minimum Qualifications

Requires a Bachelor's Degree from an Accreditation Board for Engineering and Technology (ABET) approved architectural program with possession of a Registered Architect (RA) license from the Virginia Board of Architects, Professional Engineers, Land Surveyors and Landscape Architects and five (5) years of progressive professional experience.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.