**APPROVED C.S.C MINUTES 4/12/13 lm** **ANNOUNCEMENT NO. 1A**

**CHIEF ARCHITECT (BUILDING & HOUSING)** **(NON-COMP)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE examination for the above mentioned classification.

## SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is $23,647.11 to $101,803.14 per Year.

## FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, APRIL 26, 2013 UNTIL 4:30 P.M. ON THURSDAY, MAY 23, 2013.**

**NOTE:** **APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, MAY 23, 2013.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

## EXAMINATION INFORMATION

**TYPE:** **EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.**

**NOTE:** **Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.**

**NOTE:** **THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

## DUTIES OF THE POSITION

Under administrative direction, performs architectural services required in the construction, alteration, and addition to buildings. Plans, supervises, and directs assigned personnel. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

## MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Architecture or Engineering from an accredited four year college or university is required. Five years of full time paid experience as a registered Architect or Engineer is required. Experience as a Plans Examiner is preferred. Must be a registered Architect or Engineer and an interim or full-fledged Plans Examiner. A valid State of Ohio Driver's License is required.

**NOTE:** **Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

**NOTE:** **Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

**AN EQUAL OPPORTUNITY EMPLOYER**