Architectural Associate

University of California, Los Angeles
March, 1973

Class Specifications - E.10
Principal Architectural Associate - 6902
Senior Architectural Associate - 6904
Architectural Associate - 6905

SERIES CONCEPT

Architectural Associates prepare or supervise the preparation of architectural plans, specifications, and drawings for small buildings and structures; prepare plans and specifications for furniture and equipment; and perform other related duties as required.

Incumbents typically work under the supervision of a licensed architect; prepare design plans, specifications, and drawings for small buildings and structures, both now construction and minor alterations; prepare design plans, specifications, and drawings for furniture and equipment; coordinate all phases of minor construction projects, from architectural planning and design through construction and acceptance of contractor's work on minor building projects, both now construction and minor alterations; assist the licensed architect on major building projects, both now construction and major alterations, by assuming responsibility for phases of a project; and serve as the staff specialist on assigned areas of architectural information, such as interior design or medical equipment.

CLASS CONCEPT

Principal Architectural Associate

Under direction, incumbents perform all or many of the duties indicated for the series under the Series Concept. This is in the full professional level for graduates in architecture who are assigned responsibility for preparation of architectural design plans, specifications and drawings, under the direction of a licensed architect. Incumbents typically are expected to progress to the class of Associate Architects subject to licensure.

Examples of assignments allocated to this level of difficulty and responsibility are:

Supervisor of a small group of Architectural Associates and Drafting Technicians, making work assignments and checking plans, specifications, and drawings prepared by staff members.

Architectural designer for projects of limited scope, such as small buildings and structures and minor alterations to large buildings.
Project manager for projects of limited scope, such as small buildings and structures and minor alterations, with responsibility for architectural liaison and coordination through all or most phases of the project from inception to completion.

**Senior Architectural Associate**

Under general supervisions incumbents prepare detailed scale drawings required for all types of building construction; prepare construction documents for both alterations and new construction; prepare diagrammatic layouts for auxiliary facilities for large new construction; investigate and detail the furniture and equipment requirements for new buildings; prepare preliminary layouts of furniture and equipment; secure information in the field for preparation of sketches and layouts; and prepare detailed drawings and maps relative to sites and developmental planning.

Assignments at this level are expected to be of moderate difficulty and responsibility, with work subject to checking and review by a Principal Architectural Associate and/or a licensed architect. Incumbents typically are expected to progress to the class of Principal Architectural Associate.

**Architectural Associate**

Under supervisions incumbents drew details or portions of buildings to scale, including floor plans, elevations, and sections; prepare simple layouts; make tracings; prepare lists of equipment; make requisition drawings and bills of material; and prepare sketches for furniture, alterations, and room arrangements.

This is the entry level class for graduates in architecture. Assignments are structured to provide training experience under supervision of a licensed architect or Principal Architectural Associate. Incumbents typically are expected to progress to the class of Senior Architectural Associate.

**MINIMUM QUALIFICATIONS**

**Principal Architectural Associate**

Graduation from college with major work in architecture and four years of architectural drafting experience, including two years of experience in preparation of drawings for major buildings; or an equivalent combination of education and experience.

**Senior Architectural Associate**

Graduation from college with major work in architecture and two years of architectural drafting experience; or at equivalent combination of education and experience.

**Architectural Associate**

Graduation from college with major work in architecture; or an equivalent combination of education and experience.