

DISTRICT DESIGN DIRECTOR

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	Exempt	Exec/Admin/Managerial	Management	M10	03/01/2015	Management	1 of 2

DEFINITION: Under the general direction of the Chief Facilities Planner, the Director of District Architecture manages and oversees all aspects related to the design, planning, and programming of Districtwide Capital Improvements Program projects, Division of the State Architect (DSA) review and approval, and contract administration.

DISTINGUISHING CHARACTERISTICS: The primary responsibilities of the Director of District Architecture include the supervision of and collaboration with Capital Project Manager design operations, and other District staff and project management, planning, and design consultants. The Director of District Architecture is responsible for being the coordinator and liaison with other District and college departments, the DSA office, professional consultants, construction firms, and other state agencies. This position may have the authority to commit the District to financial obligations in the area of architecture and design for District capital improvement projects.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Supervises and evaluates staff and professional consultants in the development and execution of capital improvement renovation and construction projects to ensure that the colleges receive modern, safe, and efficient facilities that are conducive to their needs and programs.
- Advises the College Presidents, the Chief Facilities Planner, and District staff in the oversight and management of architecture and design during all capital improvement project phases.
- Provides high level technical and management expertise to District staff and professional consultants for managing capital improvement projects.
- Reviews, interprets and communicates District policy, procedures and standards, codes and regulations, and other regulatory requirements.
- Develops and implements Districtwide standards regarding production and coordination of design team responsibilities.
- Leads the planning and architectural design process and aids in the preparation of Requests for Qualifications and Proposals, and professional services and construction contracts.
- Analyzes architecture and design proposals to ensure completeness and appropriateness.
- Represents the District in negotiations with professional consultants, government agencies and contractors.
- Leads or participates in meetings with various committees, groups, and individuals in the development of plans and specifications.
- Ensures new projects meet all the requirements of the plan, specifications, and other contract documents.
- Analyzes and consolidates data for project and construction estimates, constructability reviews, acquisition milestones, and close out status.
- Prepares, analyzes, and oversees various reports, graphs, charts, construction project management schedules, and forms.
- Monitors schedules, budgets, encumbrances, and expenses in program management databases and spreadsheets.
- Promotes a work culture of equity, customer service, innovation, and quality services to students, staff, and the community.

MINIMUM QUALIFICATIONS:

Knowledge Of: Technical and management skills required to execute design and construction projects from concept to close out including understanding of or the ability to learn the educational capital planning process, as administered by the State Chancellor's office and the state of California. Program and project management concepts related to planning, programming, design, specifications and contract writing, project budgeting and scheduling, and quality controls; basic understanding of current federal, state, and local environmental rules, regulations, building codes, and labor laws. Training and/or experience with computer aided design and



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construction scheduling software. A broad understanding of all project design phases and construction related architecture and engineering disciplines, operations of engineering, architectural, and construction firms, and risks associated with various project and contract types; familiarity with Division of the State Architect rules and regulations.

Ability To: Set priorities and plan under pressure, organize, coordinate and direct multiple educational projects and activities with varied deadlines. Identify and implement creative solutions to problems in order to stay within budget guidelines; process and evaluate a large amount of data and detail to solve complex problems associated with building renovation and new construction projects. Identify nature and scope of proposed projects prior to design, including investigation of compliance with state, local, and other applicable building codes, and convey information to appropriate persons. Base decisions on sound architectural and construction processes, and procedures, aesthetics, program standards, budgets, and building and life safety codes. Make recommendations to and advise district/college leadership in the implementation of standards, policies and procedures for the successful implementation of all capital improvement program functions and processes. Communicate effectively (both written and verbal) in order to convey knowledge necessary for performance of duties; provide leadership and direction to staff and consultants to ensure successful project execution; demonstrate strong leadership qualities in order to effectively lead the efforts of a diverse construction team by promoting and ensuring the positive interaction and working relationships between all stakeholders. Function effectively within the project team and respond to project requirements with a minimum of group direction and/or supervision. Travel to all sites regularly and on short notice; and ability to traverse and inspect construction sites.

Education/Training: Earned Bachelor's degree from an accredited college or university with a major in Architecture or Engineering or related field, or the equivalent.

Experience: Five years of experience in planning and supervising the successful completion of multiple major facilities design and construction projects.

Three years of progressive personnel and project management experience in the field of design and capital construction, from programming through project closeout.

Must possess or be eligible for architectural or engineering professional registration.

Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability, and religious background of all students, faculty and staff.

Actions: Newly created classification adopted by the Governing Board on 02/25/15