Senior Design Manager

Salary
$135,000.00 - $166,668.00 Annually

Location
City of Santa Monica, CA

Job Type
Full-Time Regular

Remote Employment
Flexible/Hybrid

Job Number
231121-01

Department
Public Works

Division
Architecture Services

Opening Date
08/21/2023

Closing Date
9/29/2023 5:00 PM Pacific

Job Summary

Plans, organizes, coordinates and performs a wide range of architectural design and project management activities.

*Filing deadline extended to 5:00 p.m. on Friday, September 29, 2023.

Representative Duties

• Plans, organizes and supervises the work of professional staff engaged in the design, planning and construction of architectural and park projects. Selects, trains, monitors and evaluates the work of assigned staff.
• Assists in planning and establishing project management phases and processes for architectural projects, including construction mitigation plans for compliance with the City's sustainable plan.
• Prepares and reviews requests for architectural consultant services, design and preparation of plans and specifications, and cost estimates, including but not limited to
new construction, additions, remodels, space planning, roof repair and roof
replacements.
• Oversees and monitors the work of consultants and contractors for architectural
contract and compliance requirements.
• Conducts and coordinates the technical and project management aspects, including
construction administration activities, on assigned projects.
• Conducts studies and performs and/or provides direction to assigned staff in the
preparation of specialized design projects and architectural research and analysis.
• Prepares cost estimate reports and assesses economic feasibility of proposed
designs.
• Develops and monitors project status, including schedules, budgets, and account
balances. Prepares project budgets and recommends strategies to ensure budget
compliance and funding of architectural projects.
• Coordinates and interacts with City staff, outside agencies, local interest and
community groups, and the general public to respond to inquiries and resolve disputes
and conflicts related to assigned projects and clients.
• Prepares and reviews grant applications and ensures compliance with grant
guidelines.
• Interprets and applies Americans with Disabilities Act (ADA) guidelines.
• Prepares and presents reports to City Council; City staff; private and public
organizations, boards, and commissions; and outside agencies.
• Visits construction sites to evaluate projects and contracts in progress and ensure
compliance with plans, specifications and safety standards.
• Implements concepts of green buildings, sustainability, and leadership in Energy and
Environmental Design (LEED).
• May assume the duties of the Division Manager in their absence.
• Performs other duties, as assigned.

Requirements
Knowledge of:

Principles, concepts, and methods of architectural design

Project management principles and practices

Governmental processes and procedures related to bidding, consultant/contractor
selection, design, and construction

Basic practices of sustainable and regenerative design

Principles, practices, and procedures of budget management

Contract administration

Building systems
Design and documentation software applications

Applicable federal, state, and local laws, regulations and ordinances

Safety standards and safe work practices

Supervisory principles and practices

Effective training and coordinating techniques

Effective customer service techniques

**Ability to:**

Select, supervise, motivate, and train staff, including scheduling and evaluating the work of others

Read, interpret, and review architectural plans and drawings Interpret and apply building codes, laws, policies, rules, and regulations

Analyze complex problems, identify alternatives, and make recommendations

Perform field work and conduct job site inspections

Prioritize work with frequently changing deadlines

Prepare and present clear, concise, and comprehensive reports

Make oral presentations

Communicate effectively, both orally and in writing

Provide effective customer service

Establish and maintain effective and cooperative working relationships with City employees and the general public

Work with persons from diverse social, cultural, and economic backgrounds as well as a variety of work styles, personalities, and approaches

**Skill in:**

Project management

Architectural design
Using a personal computer and applicable software applications

REQUIREMENTS

Minimum Qualifications:

Education:

Graduation from an accredited college or university with a bachelor’s degree in architecture, design, planning or a closely related field. A master’s degree is desirable.

Experience:

Seven years of recent, paid and progressively responsible work experience as a design professional or project manager managing large scale architectural projects, including buildings and parks. At least two years of the required work experience must include supervising or leading and coordinating the work of others. Successful completion of the City of Santa Monica Pre-Supervisory Academy may substitute for one year supervisory or leading and coordinating experience. Municipal architectural design or project management is desirable.

Licenses and Certificates:

Possession of a valid class C driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Registration as a Professional Architect in the State of California is desirable.

Possession of LEED Professional Accreditation, or other green building rating system, is desirable.

Supplemental Information

How to Apply:

Applicants must submit a clear, concise, completed on-line City Application along with any required supplemental application materials with the Human Resources Department by the filing deadline. If you do not submit your on-line application by the filing deadline, you will not be considered for this position. Please note, applications may be rejected if incomplete. Resumes, CVs and cover letters are not reviewed as part of the application screening process.

If you would like for your education to be considered, you must attach a copy of your college level transcripts or diploma to your online application. Applicants who indicate receipt of college level coursework or degree from a foreign institution must provide United States credential equivalency verification along with a copy of your college diploma/transcripts. All materials must be received in the Human Resources
Department no later than the filing deadline. Failure to do so may result in your application being evaluated without the education being considered.

Selection Process:

All applicants must submit clear, concise and complete information regarding your work history and qualifications for the position. All applicants will be reviewed and only those applicants determined to be most qualified on the basis of experience, training and education, as submitted, will be invited to participate further in the selection process.

Testing may consist of a combination of any of the following and is subject to change as needs dictate:

Training and Experience Evaluation

Oral Interview

If three or more qualified City employees apply and pass the examination, a promotional list will be established in addition to an open-competitive list. If fewer than three qualified City employees pass the examination, the appointing authority, in accordance with the City’s civil service rules and regulations, can decline to use a promotional list, in which case a promotional list will not be established for this position.

Background Investigation:

Candidates who have successfully completed all prior phases of the selection process will be subject to a thorough background investigation.

Inclusion & Diversity Statement

The City of Santa Monica is a progressive, inclusive and culturally rich community. As leaders in public service, we strive to be an employer of choice by attracting and retaining a highly talented workforce where people of diverse races, religions, cultures and lifestyles thrive. Our goal is to create a welcoming and inclusive environment where our staff are empowered to perform at their highest level and where their differences make a positive impact.

The City is an equal opportunity employer and strives to build balanced teams from all walks of life without regard to race, color, ethnicity, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, disability, genetic information, veteran status, or any other status protected under federal, state and/or local law. We aim to create a workplace that celebrates and embraces the diversity of our employees. Join us!
Special assistance with the application and examination process is available, upon request, for persons with disabilities. Call (310) 458-8246, TDD (310) 458-8696 (Hearing Impaired Only).

Please note the request for reasonable accommodations must be made to Human Resources at least three work days prior to the examination.

To apply, visit https://apptrkr.com/4615442