

- Senior Design Manager
- City of Santa Monica
- Santa Monica, CA
- <https://www.santamonica.gov/>
- \$135,000.00 - \$166,668.00 Annually
- Job Description:
Plans, organizes, coordinates and performs a wide range of architectural design and project management activities.

Works under the administrative supervision of the Architecture Services Division manager or designated management staff. Exercises administrative and technical supervision over assigned staff.

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.

- **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. Municipal architectural design or project management is desirable.

Licenses and Certificates:

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.

- **Contact Information**

Apply online:

<https://www.governmentjobs.com/careers/santamonica/jobs/4571448/senior-design-manager?page=2&pagetype=jobOpportunitiesJobs>