

# City of Santa Monica Employment Opportunity













# **CITY ARCHITECT**

Supplemental application required for this position

Examination #: 160735-01 Open Date: Monday, October 10, 2016

Salary: \$12,422 - \$15,336 per month Filing Deadline: 5:30 p.m., Thursday, October 27, 2016

# JOB SUMMARY

Plans, directs and manages the staff and operations of the Architecture Services Division. Develops, coordinates and oversees large and complex municipal architectural projects, including planning, design, and construction activities of Capital Improvement Projects (CIPs), public works projects, and tenant improvement projects related to city-owned and/or leased facilities and open spaces. \*Classification Specification Pending Personnel Board Approval

# **MINIMUM QUALIFICATIONS**

#### Knowledge of:

Principles, practices and methods of architecture relating to sustainable public works design and construction; seismic codes and standards for the evaluation of design and construction; sonstruction methods, materials and equipment; quality planning and project impact analysis methods; mathematics and physics applicable to architecture; applicable federal, state and local laws, regulations and ordinances; budget development and administration; project management principles and practices; database, design, documentation and spreadsheet applications and related technical software. (CAD/CADD; Revit; Bluebeam); claim evaluation and resolution techniques; public contract codes; negotiation and dispute management techniques; principles of leadership and management; principles, practices and techniques of supervision and training; effective customer service techniques.

## **Ability to:**

Plan, manage and coordinate the activities of a division; select, train, supervise and evaluate staff; manage contractors, consultants and professional architectural services; develop and evaluate policies and procedures; analyze complex situations and problems, identify alternative solutions and consequences, and make recommendations; administer complex contractual agreements in accordance with applicable policies and regulations; perform complex analyses, research and statis-tical studies; prepare and administer large and complex budgets; read and interpret plans, drawings and specifications; prepare clear, concise and comprehensive analytical and feasibility reports; communicate effectively, both orally and in writing; perform field work and conduct job site inspections; interpret, apply and communicate policies, laws and regulations; make oral presentations; establish and maintain effective and cooperative working relationships with a variety of individuals, including City employees, contractors, developers, boards and commissions, outside agencies and the general public; provide effective customer service.

#### Skill in:

Leadership, management and supervision; contract negotiation and administration; interacting effectively with various stakeholders; architectural design; project management; using a personal computer and applicable software applications.

#### **Education, Training and Experience:**

Graduation from an accredited college or university with a Bachelor's degree in Architecture or a closely related field. A Master's degree in Architecture or a closely related field is desirable. Five years of recent, paid and progressively responsible professional work experience as an Architect managing large scale projects and two years of recent, paid work experience in municipal related architectural design and project management is desirable. At least three years of the required work experience must have included supervisory and management responsibilities.

# **Licenses and Certificates:**

Possession of a valid class C driver license. Current Registration as a Professional Architect in the State of California. Possession of LEED Professional Accreditation, or other green building rating system, is desirable.

# CITY OF SANTA MONICA, HUMAN RESOURCES DEPARTMENT

1685 Main Street, P.O. Box 2200, Santa Monica, CA 90407-2200 ● 310-458-8246 ● http://www.smgov.net/hr

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).

# RECRUITMENT PROCESS

**HOW TO APPLY:** Applicants must file a clear, concise, completed City Application along with any required supplemental applications with the Human Resources Department by the filing deadline.

NOTE: You may submit a copy of your college diploma/transcript and your Professional Architect certification. Applicants who indicated receipt of degree from a foreign institution must provide United States degree and credential equivalency verification along with a copy of your college diploma/transcript. All materials should be received in the Human Resources Department no later than close of business on the application closing date. You may attach a scanned copy of your college diplomas or transcript to your online application, e-mail a scanned copy of your college diploma or transcript to recruitment@smgov.net or fax a copy to the attention of Rebecca Ortiz at (310) 656-5705.

<u>SELECTION PROCESS</u>: All applicants will be reviewed and only those candidates 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 the following**:

Oral Interview: 100%

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

<u>NOTE</u>: 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.

## **EMPLOYEE BENEFITS**

**SALARY RANGE**: Composed of 5 steps—Step 1 through Step 5.

**RETIREMENT:** California Public Employees' Retirement System (CalPERS). Retirement formula is based on appointment date and membership status with CalPERS. City employees do not participate in Social Security.

**VACATION:** 12 days (96 hours) per year, increases with each 5 years of services, maximum of 21 days per year.

**SICK LEAVE:** 12 days per year (96 hours per year).

**HOLIDAYS:** 12 holidays per year.

**MEDICAL INSURANCE:** All employees will contribute towards the premiums for this benefit.

**DENTAL INSURANCE:** Two plans are available. Premiums fully paid by the City.

**LIFE INSURANCE:** Premiums fully paid by the City.

**LONG TERM DISABILITY:** Premiums fully paid by the City.

**ADDITIONAL BENEFITS:** Alternative Work schedule may apply (9/80—City Hall employees, 3/12 & 4/10—Police employees); Employee Assistance Program; Bilingual Pay; Deferred Compensation plans; Tuition Reimbursement: Flexible Benefit Plan.

Additional administrative leave days may be available depending on bargaining unit assignment.

## ABOUT THE CITY

The City of Santa Monica is a beautiful, sustainable community situated on the western side of Los Angeles County bordered by the City of Los Angeles on three sides and the Pacific Ocean on the west. Santa Monica encompasses an area slightly greater than eight square miles and operates most of its own municipal services directly, including police, fire, street maintenance, custodial, building maintenance, graffiti removal, refuse collection, recycling, water resources, sewer utilities, transit services, and a cable television station. The City also operates public libraries, the Civic Auditorium, a municipal airport, a cemetery, and an animal shelter.

The City of Santa Monica is an equal opportunity employer.

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