

## ASSISTANT DIRECTOR, DESIGN STANDARDS AND TECHNICAL SPECIFICATIONS

### DEFINITION

Manages, develops, and coordinates the establishment and implementation of the District's design standards and guide technical specifications used by both Existing Facilities and New Construction in the execution of building and modernization programs.

### TYPICAL DUTIES

- Directs the development of new building standards and the updating of existing standards.
- Reviews technical specifications prepared by departmental staff, architects, and engineers to verify accuracy and ensure conformance with current building codes and safety requirements.
- Coordinates with representatives from the Educational Services Division to insure that all standard spatial requirements are identified and are adequate to support the District's instructional goals and objectives.
- Provides technical assistance to Design and Project Management staff of both New Construction and Existing Facilities at all phases of the design and construction process.
- Analyzes all new applicable codes and State mandates for their possible impact on the District's design standards and technical specifications.
- Coordinates the "LAUSD High Performance Schools Program" for both the New Construction and Existing Facilities branches.
- Oversees the research of new products and materials for their possible application in the District's building programs.
- Manages the annual updating and publication of the "School Design Guide", "Guide Construction Specifications", "Education Specifications", and the appropriate construction details associated with one or more of these publications.
- Recruits, develops, and manages internal professional staff as well as consultants, architects, and engineers.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Assistant Director, Design Standards and Technical Specifications manages the unit responsible for developing and maintaining the building standards and technical specifications used in the execution of building and modernization programs and acts for Director of Design and A/E Technical Support as required in matters pertaining to design standards and technical specifications.

The Director of Design and A/E Technical Support is the administrative head of a multi-unit organization which performs multiple interrelated facilities planning and design functions.

A Design and Technical Specifications Coordinator develops and maintains the Guide Construction Specifications for the Facilities Services Division; researches and evaluates building components, materials, and systems; supports and coordinates with the various organizations within the Facilities Services Division; and gives work direction to District personnel and others.

## SUPERVISION

General direction is received from the Director of Design and A/E Technical Support. General supervision is exercised over lower-level professional, technical, and clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principals of organization, management, and supervision
- School design and construction process, including applicable agency reviews
- District standards and legal provisions governing school building construction
- Preparation of architectural and engineering specifications and related contract documents
- State and local building codes and their application to school construction
- Principles of project management
- Principles of public relations
- Applicable concepts of training, employee evaluation, progressive discipline, and employee relations
- Basic District personnel rules, regulations, practices, and policies
- Microsoft Office Suite

### Ability to:

- Manage, motivate, and evaluate District personnel and external contractors and consultants
- Analyze, interpret, and review standards and specifications for school buildings and other structures
- Read architectural plans and review design implementation to determine their effects on educational programs
- Provide technical review and advice effectively and tactfully
- Estimate project requirements and organize resources to meet goal deadlines
- Analyze and evaluate the appropriateness of a design and its corresponding budget
- Communicate effectively orally and in writing
- Utilize standard desktop software

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in architecture, engineering, or a related field.

### Experience:

Four years of professional, technical, or management experience in facilities design, administration, and oversight of architects. Demonstrated expertise in design and management for education or institutional facilities is preferable.

### Special:

- A valid California Driver License
- Use of an automobile

## SPECIAL NOTES

1. Management class, exempt form bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.