

## **PRINCIPAL ARCHITECT**

### **DEFINITION**

Under policy direction, performs leadership, planning, and management of major initiatives in design and construction; creates and manages standards and quality assurance for all major court projects; serves as the project director of complex projects; serves as the liaison and leader in the architectural community for the judicial branch; participates in strategic decision-making for judicial branch architecture; performs related work as assigned.

### **CLASS CHARACTERISTICS**

*Principal Architect* is a single-position individual contributor classification in the Office of Court Construction and Management. This class is responsible for planning, design oversight of new capital construction, and major renovation projects. Incumbents take leadership in developing policies, standards, procedures, and evaluation tools for planning, design and construction matters involving judicial branch facilities. The incumbent makes decisions and recommendations that are recognized as authoritative and have significant impact on architectural activities. Responsibility includes the direction and supervision of project-specific activities of Judicial Council project managers, project architects and outside professional consultant teams on assigned multiple concurrent projects. The incumbent participates in strategic decisions about major capital projects for the judicial branch and represents the judicial branch in the wider architectural community.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Develops best practices and quality assurance measures for project delivery policies and procedures.
- Extensive interaction with court executives and presiding judges involved in new construction and major remodeling projects.
- Conducts and recommends special studies and prepares reports on findings.
- Develops standards for design and technical specifications for judicial branch projects.
- Investigates new design concepts and technical developments for applicability to judicial branch facilities.
- Develops and implements design review policies and procedures.
- Reviews and comments on construction quality assurance policies and procedures.
- Initiates and monitors capital projects when assigned as Project Director; including project budgeting; selection of outside professional consultants; preparation of professional services contracts and construction contracts.

- Manages and oversees the work of professional staff assigned for particular projects by the Assistant Director; manages consultants and contractors with responsibility for insuring that the projects are completed on schedule and within budget.
- Utilizes a cost estimating database necessary for budgeting of projects for judicial branch facilities.
- Reviews completed projects, designs or studies for design quality assurance; policy and budgetary compliance; sets and maintains criteria for aesthetic or technical review.

### **WORKING CONDITIONS**

- Work occasional evening and weekend hours.
- Required to travel statewide as necessary.
- Travel out-of-state will be required on occasion.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Management and quality assurance techniques for successful execution of major design and construction projects.
- Design principles, construction industry practices, regulations, critical issues, emerging trends with judicial buildings.
- Leadership techniques for successful outcomes with diverse teams of individuals.

#### **Ability to:**

- Represent the judicial branch building program to the wider professional community.
- Foster the development of excellent and responsible architectural design.
- Develop programs and systems for statewide application regarding architectural design, and construction.
- Write clear and concise reports and technical descriptions. Prepare and deliver effective oral presentations, especially on technical subjects.
- Analyze project and construction schedules and costs estimates, change orders, and construction invoices
- Identify and anticipate problems in design documents prepared by others
- Identify and anticipate problems, recommend productive solutions, and take effective actions to mitigate risk to project
- Understand and implement basic construction risk management strategies.
- Plan, manage, and deliver multiple projects.
- Organize own work, set priorities, and meet critical deadlines.
- Establish and maintain effective working relationships, and evaluate the work of consultants, contractors, and others.
- Employ computer applications to collect, analyze and communicate information.
- Use tact and discretion in dealing with those contacted in the course of the work.

**Licenses and Certificates:**

A valid State of California architect license.

**Education and Experience:**

Graduation with a professional degree in architecture from an accredited college. Eight years of professional architectural experience as a project manager in charge of design and construction work (preferably related to institutional or commercial buildings) including their direction, planning, and design, in private or institutional practice, is required. The required experience needs to include at least one year, or responsibility for a minimum of multiple significant assignments, demonstrating the ability to develop and implement a programmatic system for organizational management of design and construction projects.