

Director of Planning and Design

Category: **Central Staff/Director**

Date Posted: **12/22/2016**

Location: **Construction Services**

QUALIFICATION:

- Bachelor's Degree in Architecture. Master's Degree in Architecture preferred. Texas architect registration required.
- Minimum 10 years of design and construction experience after completing formal architectural education. K-12 school experience highly desirable. Project architect experience highly desirable.
- Computer skills including word processing, spreadsheet, presentation and computer-aided design and drafting.
- Familiar with state statutes pertaining to school facilities.
- Familiar with local building codes and requirements for sustainable design.
- Knowledge of all building systems including structural, mechanical, electrical, plumbing, fire protection, telecommunications and security.
- Knowledge of hazardous materials abatement procedures and requirements.
- Experience in working on large, complicated projects and with multi-project workloads. Preferably in a K-12 environment.
- Must demonstrate design and presentation skills and talent.
- All other tasks and duties as assigned.

BASIC FUNCTIONS:

- Supervises the collection of data on facility condition, analysis of data and reporting of results. Determines need for facility replacement, major renovation, minor renovation or system renewal.
- Works with curriculum staff to determine existing school capacity and classroom utilization. Compares existing data with forecasted growth to determine need for permanent building additions or new schools.
- Reviews programs with curriculum staff to determine upgrade and adaptation needs at each campus.
- Supervises receipt of final as-built documents from architects and updates archives to reflect current state of the facility portfolio.
- Supervises creation, review and revision of educational specifications, technical design guidelines and architect's orientation manual. Reviews and approves waiver from design standards
- Reviews needs at each campus and develops individual master plans for future project accomplishment.
- Supervises space programming services for major reconfigurations of existing space, new additions and new facilities.
- Supervises in-house conceptual design for special projects, future facilities and studies.
- Supervises technical design review of all projects.

- Participates in site acquisition and real property related discussions.

**Minimum
\$100,151**

Selected individuals for Dallas Independent School District positions will be placed according to compensation guidelines. A campus-based employee may not assume a new position for which he/she was selected based upon the posting process until the end of the current semester, unless approved by the chief officer – Human Capital Management. This position is BOND funded. Federally funded personnel must comply with time and effort reporting requirements through personnel activity reports or periodic certifications, as appropriate.

A security check and disclosure of family relationship information is required for all positions.

No telephone calls please.

EQUAL OPPORTUNITY EMPLOYER M/F/H

If interested apply online at www.dallasisd.org