

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Bond Assistant District Architect

Unit: Management

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Job Code: C3437
Original Date: 07/2026
Last Revision: 07/2026
Staff Type: Classified
FLSA status: Exempt
Salary Range: 06

DEFINITION

Under the general supervision of the District Architect, Operations Enterprise Services and Facilities, serve as the assistant architectural officer and building official in the planning, design, and supervision of construction and maintenance-related projects and facilities. Maintain liaison with outside firms, groups, individuals, and government agencies for bond and non-bond funded construction projects, structural and non-structural remodeling projects, and other District facility building programs; supervise assigned staff.

EXAMPLES OF DUTIES

1. Manage, coordinate, and supervise the work of the architectural staff and outside specialists/consultants during design development, working drawing preparation, bidding, and construction phases for facilities projects; act as liaison with outside architects and professional staff.
2. Assure facilities and modifications comply with local, State and federal regulations, rules, laws, and codes pertaining to structural safety, fire safety, and handicapped access, OSHA, energy conservation, and similar requirements.
3. Supervise and coordinate the design of buildings and improvements for maximum utility, longevity, esthetic appeal, and lowest possible cost.
4. Review and approve contract and bidding documents for construction projects, including legal ad for bids, bidding documents, general and special conditions, agreement, and similar legal documents.
5. Prepare Board Agenda items for approval by Board of Trustees
6. Review engineering calculations for structural design of building elements.
7. Perform general contractor services and serve as project coordinator for the District on certain projects.
8. Attend Board meetings and make presentations when necessary and appropriate.
9. Review and approve payment requests from outside contractors and subcontractors.
10. Review cost estimates for construction projects.
11. Review and inspect drawings and specifications from outside architects and engineers for completeness, accuracy, and compliance with District Standards.

12. Lead meetings as required to resolve conflicts on behalf of the District and to avoid possible litigation.
13. File necessary reports, affidavits, and certifications and send notice of completion to the County Recorder to record for legal purpose at the completion of all construction.
14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable sections of California Education Code.
California construction laws, especially as related to school buildings, and building code requirements, including those of the Division of State Architect, the State Fire Marshal, and OSHA regulations, as well as ADA regulations.
Computer applications, systems, and hardware used in facilities planning and development.
District organization, operations, policies, and objectives.
Facilities design and construction techniques and practices.
New construction requirements, energy conservation, life cycle cost analysis, CPM scheduling, construction budgets, and building materials.
Oral and written communications skills.
Principles and practices of administration, supervision, and training.
Principles of record keeping.
Technical aspects of field of specialty

Skills and Abilities:

Analyze situations accurately and adopt effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Interpret, apply, and explain applicable rules and regulations.
Meet schedules and time lines.
Operate computers and software applications related to the assignment.
Plan and supervise work.
Present comprehensive reports to school boards, planning commissions, and related organizations and governing bodies.
Train, supervise, and evaluate assigned personnel.

Training and Experience:

Any combination of training and experience equivalent to: bachelor's degree in architecture and broad and progressively responsible experience in the professional architectural field, especially related to experience with large public entities. Extensive experience in school design projects, especially at the college or university level. At least eight years experience in architectural design.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.