

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Architecture and Interior Design Coordinator**

Dept.: **Facilities**

Job Code Number: **10681**

Reports to: **Associate Director - FMS**

Grade Number: **19, Non-represented**

Effective Date: **November 2003**

FLSA Status: **Exempt**

General Position Summary

Under general direction, performs a wide variety of highly responsible, professional-level duties in the development, management, coordination, oversight and inspection of custom design, specialty construction projects on KCLS-owned and leased facilities. Researches, investigates and creates design solutions, oversees plan and specification development and monitors design contracts and/or coordinates with KCLS staff or other library groups to manage projects through to completion; and performs other duties as assigned.

Essential Duties/Major Responsibilities: Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Provides technical and professional assistance and advice to KCLS officials and staff including FMS staff, regarding the aesthetic and functional standards for furnishings, construction, rehabilitation, renovation and alteration of KCLS-owned or leased facilities including equipment, fixtures and furniture.
2. Consults with KCLS Administration and staff to determine project requirements, and scope, gathers and prepares information regarding design, specifications, materials, equipment, estimated costs, and time to completion to achieve project completion.
3. Researches and develops design criteria for buildings, facilities and interior furnishings of KCLS owned or leased facilities; participates in the development of architectural and interior design policies, procedures, guidelines and standards for KCLS-owned and leased facilities. Prepares drawings sufficient to provide direction and communication to others involved with creating and working with projects.
4. Represents KCLS to staff and the public in explaining and describing design, construction and renovation projects; develops and presents written and visual materials describing KCLS construction and renovation projects.
5. Researches and keeps abreast of current architectural and interior design techniques, materials, trends and funding sources.
6. Prepares and reviews design and construction cost estimates, budgets, drawings, plans and specification for small to large construction, rehabilitation, renovation and remodeling projects and furnishings design, construction and production.

7. Provide leadership and coordination for KCLS public art selection and location process. Meet with staff and community representatives to select art and manage the process through installation and dedication. Ensure adequate documentation and signage provided for each KCLS acquired, purchased or donated, art piece.

Secondary Duties:

1. Participates in the development of short- and long-range capital improvement budgets for KCLS-owned and leased facilities.
2. Creates art or fixtures to achieve desired outcome for KCLS facilities.
3. Assists in organization of contract drawings and specifications for legal and archival purposes.
4. Other related duties as assigned.

Communication:

Contacts are normally made with KCLS employees, customers public committees and vendors. Contacts are made frequently on the incumbent's own initiative, regularly they are initiated by a third party and occasionally are made at the supervisor's request. The position has a requirement to interact with customers (i.e.: vendors and consultants) frequently and communications occasionally contain discussions about confidential/sensitive matters. May attend public meetings to present design solutions, standards and/or products and project related status reports.

Initiative:

The position operates from legal and industry standards and it is responsible for solving problems within own and assigned project workflow and processes. There is a great deal of latitude and call for judgment and discretion in dealing with contractors and public agencies. Creating new ideas and/or generating original work and substantially refining previous practices in the design and furnishings for libraries are required. The job involves a high degree of complexity. The position operates independently with minimal supervision and the position experiences frequent new and varied work situations.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. The position considers its own work and the work of others and is required to forecast for the life of the projects. Operational planning is required at the departmental level. The position makes decisions that have impact on the library's ability to plan for staffing and operations. The records maintained by this position include contractual and legal documents, awarded work construction project updates and other records.

Leadership:

The position is responsible for role modeling and promoting organizational values within the work unit or department, across the library system or as a representative of the organization to construction consultants and contractors.

DESIRED MINIMUM QUALIFICATIONS

Necessary Knowledge, Ability and Skills:

Knowledge of:

- Architecture, facilities planning and urban design principles, practices, current trends, regulations, standards and laws applicable to the area of specialization. Emerging trends especially in retail and libraries.
- Building and facilities construction methods and commonly used materials.
- Project management methods and practices for planning, budgeting, scheduling, monitoring performance and evaluating results.
- Administrative practices and policies related to budget, personnel and cost control.
- Information technology and computer capabilities applicable to functional responsibilities.
- Art appreciation and complete and thorough knowledge of forms and milieus of art movements and techniques. Special understanding of public art movement.
- Principles and techniques related to community involvement.
- The meaning and intentions of free and open public libraries.

Ability to:

- Plan, assign, supervise and coordinate the work of project staff and outside consultants.
- Apply federal, state and city laws, codes, standards and urban planning and design concepts and practices applicable to architectural design and building, facilities and furnishings construction.
- Read and interpret architectural, engineering, design maps, plans and charts.
- Communicate effectively orally and in writing, including communicating technical material to non-technical audiences and the public.
- Interact effectively, engage in problem solving, team building, and collaborate with citizens, community groups, contractors and staff.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks including automated and manual drafting equipment.
- Establish and maintain effective working relationships with managers, design and engineering consultants, contractors, community representatives and others encountered in the course of work.

Skill in:

- Assessing situations, problems and logically finding solutions.
- Listening to, understanding and interpreting information received from KCLS administration, staff, public, contractors, consultants and vendors.
- Communicating with a wide variety of technical and non-technical staff, consultants, and public.
- Space planning, interior remodel and planning/design for new buildings.
- Multitasking many individual projects and activities.
- Prioritizing and effectively coordinating progress and completion of own work assignments necessary to enable timely completion of projects.
- Interpersonal relations with staff as well as contractor, consultants, vendors, etc.
- Negotiating with staff, Friends, committees, suppliers, contractors, consultants and vendors.

Education and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in architecture or interior design; and five years of progressively responsible architectural or furnishings design experience; or an equivalent combination of training and experience to successfully perform the duties of the position.

SPECIAL REQUIREMENTS

Valid Washington driver's license

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is in a normal office environment, and on location at construction sites. The position requires constant sitting, extensive close work (eyestrain) and extensive PC monitor work. Weekend and evening work may be required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

CAREER PATH:

Facilities Manager
Associate Director, Facilities Management Services

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Drafted: October 24, 2003
Adopted: November 4, 2003