



The County of Sacramento is accepting applications for
Associate Engineer/Architect
for the role of

Design Review Administrator

Associate
Engineer/Architect
Exam

ABOUT US

The Office of Planning and Environmental Review (PER) provides a range of land use services that include, accepting applications and processing land use development applications; assessing environmental impacts and preparing environmental documents; monitoring mitigation actions; and oversight of countywide policy and standards through the General Plan and Zoning Code maintenance and updating.

The Board of Supervisors appointed a Design Review Administrator, established the Design Review Advisory Committee (DRAC), and adopted County Design Guidelines in an effort to improve and coordinate building design in the unincorporated County land.



Design Review Administrator

Associate
Engineer/Architect

THE POSITION

The Office of Planning and Environmental Review is seeking a strategic and collaborative person to manage the Design Review Program.

The Design Review Administrator (DRA) applies the design principles and guidelines contained in the various chapters of the Countywide Design Guidelines in the evaluation of a wide variety of projects. The DRA makes determinations of conformance with the Countywide Design Guidelines for non-discretionary projects and to provide recommendations on design review to hearing bodies on discretionary projects. The DRA also assists applicants and staff to endeavor to improve the design quality of new development within the unincorporated areas of Sacramento County.

Typical duties include:

- Managing the Sacramento County Design Review Program.
- Monitoring the Design Review Program budget.
- Making final design review determination for all non-discretionary projects based on the Countywide Design Guidelines.
- Supervising, directing, and coordinating the work of the design review team staff.
- Responding to design review inquiries.
- Updating the Countywide Design Guidelines as needed.
- Reviewing projects, including single-family; multi-family; commercial; office; business park; institutional; and industrial projects as well as signage.
- Issuing letters of design review approval and signs all approved design review exhibits.
- Providing design guidance to the project planners for discretionary projects that require entitlements or Zoning Code deviations.
- Facilitating the twice-monthly meetings of the Design Review Advisory Committee (DRAC).
- Participating in the twice-monthly meetings of the Project Review Committee (PRC) to provide design input.
- Attending Planning Commission and Board of Supervisors meetings as necessary to assist project planners in making presentations.

Minimum Qualifications

Current registration as a Civil Engineer or Architect in the State of California.

AND

Two years experience in the design, construction, or plan review of multi-story buildings and facilities for human occupancy.



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Desirable Education, Knowledge and Abilities

In conjunction to meeting the minimum qualifications the ideal candidate will have the following:

Education

Graduated from an accredited four year college or university with major coursework in civil engineering or architecture.

Knowledge of:

- Sacramento County Countywide Design Guidelines.
- Sacramento County Zoning Code and its application to design review projects.
- The most currently adopted edition of the California Building Standards Code.

Ability to:

- Make effective oral and written conclusions and recommendations.
- Multi-task and prioritize several projects at the same time on a daily basis.
- Work well with staff, consultants, the public, and officials at all levels of government.
- Exercise sound independent judgement.
- Represent the design review program to other public, civic and private organizations.

Annual Salary Range for this Position

\$102,499.92 - \$124,590.96

For questions regarding the recruitment, please contact the Employment Services Office, EmployOffice@SacCounty.net or by phone at (916) 874-5593.

Do you want to learn more about the Office of Planning and Environmental Review?

Click [here](#) for more information.

Application and Selection Procedure

Apply online to the [Associate Engineer/Architect* Revised](#) exam announcement via the County's job website, www.SacCountyJobs.net.

Recruitment timelines:

- Next filing deadline is 5:00 PM on October 30, 2020
- Final application deadline is 5:00 PM on December 30, 2020



Is an Equal Opportunity Employer

