

Position: Director of Design Center

Dept/Div: PP&S/Design Center

Position Type: Regular, Full-Time

Authorized Hiring Range: \$56,533-\$70,197 / Year

Application Deadline: September 21, 2015

Implements the mission, goals and objectives of the Design Division, a studio established to provide design expertise to the City and to elevate community dialogue on urban design issues. Supervises the center's daily operations by performing the following duties. Responsible for the overall operation of the Design Division and Urban Design Center, establishing and maintaining its role in creating and achieving a civic urban design vision. Develops urban design, landscape architecture and architectural proposals for the Department of Planning, Preservation and Sustainability. Coordinates, reviews, approves, and presents plans to department head and Planning staff for approval. Assists with implementation of proposals in coordination with Planning staff and other City departments. Communicates with stakeholders and the public by producing and organizing publications, meetings and events. Supervises staff engaged in the daily operations of the Civic Design Center. Develops a collaborative relationship with City departments to ensure the implementation of goals. Conducts research, develops urban design standards and develops design concepts into presentations. Performs other duties as assigned. **Requires: Bachelor's degree (Architecture or Landscape architecture degree preferred) and six years of related experience and/or training; or equivalent combination of education and experience. Valid state issued driver's license. To perform this job successfully, an individual should have a thorough knowledge of 3-D Software, Computer Aided Design, Adobe Suite- Graphic Design, Microsoft Windows, Outlook, Excel and Word or similar software.**

Apply online: www.charleston-sc.gov/employment