



architecture  
planning  
interiors

## Senior Project Manager

BCA Architects is currently seeking a highly talented Senior Project Manager to join our Sacramento or San Jose office. This position will be **responsible for independently managing projects across multiple clients/locales**. He/she will be responsible for helping BCA Architects expand its presence in K-12, charter school, community college, commercial and civic architectural commissions throughout California. The successful applicant must possess strong management skills when dealing with staff, consultants, clients and contractors and have a keen sense of developing, implementing and managing the fee, scope and schedule for a multitude of projects.

### Job Description/Tasks:

- Responsible for coordination of all project efforts, administrative and technical, to ensure the most efficient and cost effective execution of assigned projects
- Prepare project work plans and schedules for project success
- Serve as primary liaison contact with clients to complete projects on schedule, within budget and with maximum client satisfaction
- Actively manage client budgets, schedules and programs
- Actively manage project team budgets, schedules, design quality control, consultants, communications, documentation, administrative tasks and project team assignments
- Estimate fees, confirm scope of work and prepare fee proposals and contracts
- Provide oversight and monitoring of work of project architects and less experienced project managers
- Make presentations to clients and boards to garner support for vision/projects

### Job Requirements:

- California Licensed Architect
- LEED® AP preferred
- Bachelor's degree from an accredited program
- US Citizen
- 5+ years of experience
- Experience with public K-12 and community college educational projects, and with the Department of the State Architect (DSA)
- Experience with Office of the Chancellor funding requirements, Office of Public School Construction (OPSC) funding, State Grant qualifications and eligibility (including Career Technical Education (CTE), High Performance Incentives and Joint Use funding)
- Expertise in programming, master planning and project design/documentation through close-out and certification with DSA
- Knowledge of public school project delivery methods: design-bid-build, design-build, CM-at-risk, lease-leaseback and related procurement and contract requirements

**Compensation & Benefits:**

Salary: Depends on Individual's Qualifications

The benefits package for this position includes:

- Medical/Dental/Vision -- Employer pays for the employee
- 80 hours of paid vacation per year
- 48 hours of paid sick leave per year
  - Vacation and sick hours to start accruing on the first day of employment
- 64 hours of paid holidays per year
- Life Insurance
- Long-Term Disability
- Flexible Spending Account
- 401(K) (\$0.25 on every \$1.00 of contribution for enrolled employees up to 2.5% of base pay)
- Performance-based Bonus

**Contact:**

For more information or to submit a resume, please contact: Brian P. Whitmore, AIA, LEED® AP, President, at 916.254.5602 or [BrianW@BCAarchitects.com](mailto:BrianW@BCAarchitects.com). For more information on the firm, please visit [www.BCAarchitects.com](http://www.BCAarchitects.com).