



Job Description

Job Title: Program Officer (Project Architect) Date: April 4, 2023
Division: Program Operations – Design Studio
Reports To: Program Director - Design Studio
Grade Level: H17
FLSA Status: Exempt Non-Exempt
Employment Status: Full Time Part Time Temporary Intern

Job Summary

Under the direction of the Program Director, and the assigned Design Manager for each project, the Program Officer has the responsibility and accountability to work with other project team members, to design, develop, and document school facilities projects ensuring that designs conform to applicable requirements and standards and that work is executed in accordance with established project schedules. This position requires excellent communication and organizational skills to work on multiple projects of varying sizes and types, ranging from conditions deficiency projects to major additions and renovations as well as new schools. Residency in New Jersey is a requirement for consideration for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. Preparation of design documents for school facilities projects, including feasibility studies, conceptual design, schematic design, and design development documents
2. Coordination of architectural design work with site/civil, HVAC, plumbing, electrical, and special systems requirements
3. Review of project designs for compliance with applicable codes
4. Review of project designs for conformance with project requirements and SDA standards
5. Review of design documents prepared by outside design consultants for conformance with project requirements
6. Perform detailed analyses of issues, including those relating to technical design and construction, matters; Prepare draft reports that appropriately convey information to others less familiar with the matter and make recommendations based upon the analyses.

Required Skills and Abilities

1. Outstanding graphic, communication, analytical and problem solving skills with demonstrated ability to develop and document project designs
2. Strong interpersonal and collaboration skills to work effectively with both internal and external partners
3. Outstanding organizational skills to successfully and simultaneously undertake multiple project assignments

4. Demonstrated ability to work in a deadline-driven, fast-paced environment while collaborating with professional staff, both individually and as a team
5. Proficient in the use of Microsoft Office products (Word, Excel, Project, etc.)
6. AutoCad proficiency required; Sketch-Up proficiency desirable, but not required

Required Education and Experience

1. Bachelor's Degree in Architecture or other related field or equivalent related experience
2. New Jersey Architectural Registration desirable
3. Minimum of ten years diversified experience in planning, design, and construction of school facilities projects, including oversight and direction of design teams
4. Knowledge of construction codes, and the regulatory environment affecting school planning, design, and construction. Conversancy with New Jersey Codes (NJ UCC, NJ Best Practices, and NJSA 6A:26) highly desirable
5. New Jersey schools design experience highly desirable

Physical Demands

Regular construction worksite visits that may require physical activities such as, climbing ladders and walking significant distances, etc.

Certificates and Licenses Required

Valid Drivers' License