



Job Description

Job Title: Program Officer
Division: Program Operations
Reports To: Managing Director – Design Studio
Grade Level: 17
Salary Range: \$85,000-\$90,000
FL Status: Exempt Non-Exempt
Employment Status: Full Time Part Time Temporary

Job Summary

Under the direction of the Managing Director, Design and the Program Director, the Program Officer has the responsibility to work within a team of technical professionals including other design professionals as well as construction management consultants, contractors, school district personnel and members of the NJSDA project teams to successfully advance complex projects, with a specific concentration on the design aspects and issues related to those projects. The Program Officer's responsibilities include development and/or review and revision of design documents within an approach that conforms with NJSDA design requirements and standards and in support of budget and schedule requirements. The Program Officer shall work in a way that anticipates and resolves issues quickly. This position requires excellent communication and organizational skills to simultaneously coordinate and execute multiple facets of a project in a deadline-driven environment and with a commitment to accuracy, clarity and efficiency.

Essential Duties and Responsibilities

1. Primary responsibility for the development of Performance Specifications for Design-Build projects.
2. Revise and refine Performance Specifications in response to project-specific needs as well as in recognition of NJSDA program-wide experience and emerging general design issues.
3. Assist in the development of updated Design Standards and their implementation via Performance Specification adjustment and issuance.
4. Review and comment upon design submissions from engaged design professionals and design partners on Design Build teams.
5. Review, evaluate and make recommendations in regard to school district proprietary specification requests. Participate in district-specific materials and systems reviews.
6. Participate in the review of bidder questions during the procurement process toward the development of complete, clear, coordinated and accurate responses through addenda issuance.
7. Responsible for identifying, scheduling and coordinating professional development presentations for Design Studio staff.
8. Attend design presentations and make construction site visits as necessary.
9. Perform detailed analysis of issues. Draft reports or memoranda that appropriately convey information to Design Studio management as well as others less familiar with the matter, and make recommendations for

resolution based upon the analysis.

10. Ensure regular and accurate updates are provided to NJSDA Design Studio and Project Team management, as appropriate, and that such are conveyed in a manner and timeframe to receive appropriate and timely attention from appropriate level of authority.

Required Skills and Abilities

1. Outstanding written, communication, analytical and problem-solving skills with demonstrated ability to prepare clear, technically sound, accurate and comprehensive documents and/or reports to be utilized on NJSDA projects and/or that contain findings, conclusions, and recommendations while adhering to necessary deadlines and commitments to schedule and budget.
2. Strong interpersonal and collaboration skills to foster professional and inclusive project advancement, as well as a positive work environment.
3. Strong presentation skills.
4. Outstanding organizational skills to successfully and simultaneously address multiple assignments.
5. Demonstrated ability to work in a deadline-driven, fast-paced environment while collaborating with professional staff, both individually and as a team.

Required Qualifications

Education and Experience Requirements

1. Bachelor's Degree in Architecture or Engineering.
2. Five years relevant experience in public K-12 school design in NJ schools.
3. Must be registered for at least 10 years.
4. Knowledge of construction codes, and the regulatory environment affecting development.
5. Experience in the aspects of general design and construction, including reading and interpreting construction documents and drawings.

Physical Demands

Minimal

Certificates and Licenses Required

NJ Licensed Architect, AIA member strongly encouraged.

Valid driver's license