



Job Description

Job Title: Senior Program Officer (Design Manager) Date: April 14, 2023
Division: Program Operations – Design Studio
Reports To: Program Director - Design Studio
Grade Level: 18
FLSA Status: Exempt ☒ Non-Exempt ☐
Employment Status: Full Time ☒ Part Time ☐ Temporary ☐ Intern ☐

Job Summary

Under the direction of the Program Director, the Design Manager has the responsibility and accountability to partner with members of the NJSDA project team and outside entities in the successful advancement of projects through design, procurement, and construction. The Design Manager will provide guidance, oversight, and direction to Design Studio staff in the performance of their duties and responsibilities and will represent the Design Studio in interactions with NJSDA planning and project teams, consultants, contractors, design-builders, and outside agencies. This position requires excellent communication and organizational skills to oversee 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. In partnership with team members, oversees and manages complex projects by effectively coordinating activities of stakeholders within the NJSDA, as well as external entities including architectural and construction management consultants, contractors, school district personnel, NJ Department of Community Affairs, NJ Department of Education, and other local and state agencies from the planning phase to post occupancy.
2. Oversees and directs Design Studio participation in advancement of in-house design projects, including:
 - a. Development and documentation of project requirements to inform development of room layouts, educational specifications, and schematic design, and bridging design documents
 - b. Facilitation of programming interviews with the district clients to better understand district needs, preparation of meeting notes, and follow-up as necessary to resolve open programming issues and questions
 - c. Oversight and direction of in-house design work, including feasibility studies, conceptual design, schematic design, and bridging documents
 - d. Coordination of in-house architectural design work with site/civil, HVAC, plumbing, electrical, and special systems requirements
 - e. Coordination between in-house design activities and outside design consultants
 - f. Review of project designs for conformance with project requirements and SDA standards
 - g. Review of project designs for compliance with applicable codes
 - h. Review of performance and technical specifications for conformance with project requirements and SDA standards
 - i. Participation with project teams, Legal, and Procurement in compilation of D-B procurement documents and addenda
 - j. Review of bidders' questions and SDA responses for addenda, including any changes to design documents made by addendum

- k. Participation in review and validation of Design-Build price proposals
 - l. Review of Design-Builder design submissions and related administrative submittals for conformance with SDA Standards and project requirements
 - m. Assistance to project teams with preparation of design-related change requests and review and negotiation of design fee proposals
 - n. Construction Phase support including review of construction submittals, responses to RFIs, review of design related changes and change requests, and assistance in resolving any and all design issues
 - o. Inspection of completed work for conformance with accepted design submissions or as may have been modified through authorized changes
3. Oversees and directs Design Studio participation in advancement of projects designed by outside Design Consultants, including:
- a. Development and documentation of project scope and required Design Consultant scope of services
 - b. Participation with project teams, Legal, and Procurement in compilation of Design Consultant procurement documents and addenda
 - c. Assistance to project teams with review and negotiation of Design Consultant fee proposals and preparation of Design Consultant amendment requests and amendments
 - d. Review of outside Design Consultant design submissions for conformance with project requirements and SDA standards
 - e. Assistance to and coordination with project teams, Legal, and Procurement in compilation of GC procurement documents and addenda
 - f. Continued assistance to project teams through Bidding and Contract Award and Constructability Review phases.
 - g. Review of bidders' questions and SDA responses for addenda items related to SDA Standards and project requirements
 - h. Design Studio representation in Constructability Review meetings
 - i. Review of Constructability Review design changes and submissions, including DCA resubmissions and design consultants' responses to DCA review comments.
 - j. Final review and comment on the Constructability Review Report
 - k. Continued assistance to project teams throughout construction, with particular attention to design- and code-related questions that arise during construction
4. Provides leadership support to the Program Director and Deputy Director by coordinating activities and resolving issues quickly and ensuring that Design Studio meets all required work commitments in accordance with established schedules
5. Acts as a liaison between NJSDA and school district facilities personnel to resolve issues quickly and deliver the project within scope and schedule parameters while simultaneously protecting the financial interests of the Authority
6. Performs detailed analyses of issues, including those relating to technical design and construction, matters. Draft reports that appropriately convey information to others less familiar with the matter and make recommendations based upon the analyses
7. Participates in technical advisory groups as required, providing insight and guidance across project teams, developing best practice approaches to issue resolution and serve as primary liaison to other relevant regulatory agencies.
8. Other duties as may be assigned.

Required Skills and Abilities

1. Outstanding communication, analytical, and problem solving skills with demonstrated ability to comprehend and interpret design requirements and prepare clear, technically sound, accurate and comprehensive reports containing findings, conclusions, and recommendations while adhering to strict deadlines
2. Strong interpersonal, negotiation and collaboration skills to foster a positive work environment, with internal partners, while ensuring external stakeholders provide appropriate deliverables
3. Outstanding organizational skills to successfully and simultaneously manage multiple projects
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 and 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 fifteen 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
6. Experience writing technical specifications (Masterspec Software proficiency 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