



STATE OF NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY

Job Description

Job Title: Senior Program Officer (Specification Writer) Date: TBD
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 Specification Writer 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 Specification Writer will collaborate with Design Studio staff, 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. Oversees and directs Design Studio participation in advancement of design projects, including:
 - a. Development and documentation of project requirements to inform development of SDA Master Performance Specifications, Project specific Performance Specifications, SDA's Material and System Standards, Schematic Design, and Bridging Design documents.
 - b. Coordination of specifications with site/civil, HVAC, plumbing, electrical, and special systems requirements.
 - c. Coordination between SDA and outside design consultants.
 - d. Review of project designs for conformance with project requirements and SDA standards.
 - e. Review of project designs for compliance with applicable codes.
 - f. Develop performance and technical specifications for conformance with project requirements and SDA standards.
 - g. Participation with project teams, Legal, and Procurement for developing and preparation of Design-Build procurement documents, Office of State Comptroller (OSC) and Department of Education (DOE) Submissions, and addenda.
 - h. Review of bidders' questions and SDA responses for addenda, including any changes to documents made by addendum.
 - i. Review of Design-Builder design submissions and related administrative submittals for conformance with SDA Standards and project requirements.
2. 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.
3. 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 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 and Construction Specification Institute Certificate desirable.
3. Minimum ten years diversified experience in planning, design, and construction of school facilities projects (or similar project types) with prior experience in specification development.
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 and LEED experience highly desirable.
6. Experience writing technical specifications (Masterspec Software proficiency desirable).

Physical Demands

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

Certificates and Licenses Required

Valid Drivers' License