

**Job Descriptions**

Job Title: Program Officer (Project Architect) – Design Studio Requisition # 2019-01  
Division: Program Operations  
Reports To: Design Studio Program Director  
Grade Level: H17  
FLSA Status: Exempt   
Employment Status: Full Time

**Job Summary**

Under the direction of the Senior Design Studio Staff, the Program Officer has the responsibility and accountability to work with other project team member, 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.

**Essential Duties and Responsibilities**

1. Preparation of design documents for school facilities projects, including feasibility studies, conceptual design, schematic design, and 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 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, Projects, 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