

**Job Descriptions**

Job Title:	Program Officer	Requisition # 2017-05
Division:	Program Operations	
Reports To:	Program Director	
Grade Level:	H17	
Salary:	\$64,000 - \$80,000	
FLSA Status:	Exempt	
Employment Status:	Full Time	

**Job Summary**

Under the direction of the Program Director and the Deputy Program Director, the Program Officer has the responsibility and accountability to partner with a team of technical professionals including construction management consultants, architects, contractors, school district personnel and members of the NJSDA project team to successfully manage complex projects from the planning phase to post occupancy. Control project budget cost, and coordinate activities to resolve issues quickly affecting contract specifications, schedules and budgets by supporting established team initiatives to prevent and minimize project delays. This position requires excellent negotiation, communication and organizational skills to simultaneously coordinate and execute multiple facets of a project in a deadline driven environment while protecting the financial interest of the Authority. 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, manage 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, NJ Department of Environmental Protection, and other local and state agencies from the planning phase to post occupancy.
2. Control project budget by reviewing and managing project costs with appropriate SDA staff. Reviews and recommends invoices, change orders, amendments, and claims in accordance with NJSDA operating authority and policy and procedures. Initiates value engineering sessions, cost estimate reviews, and constructability reviews.
3. Assist with preparing presentations for the NJSDA Management and Board of Directors and other interested parties regarding project costs, schedule, and change order management.
4. Provide support to the Program Director and Deputy Director by coordinating activities and resolving issues quickly and delivering the project within scope and schedule parameters while simultaneously protecting the financial interests of the Authority.
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. Participates in the procurement of consultants and contractors in keeping with SDA policies and procedures. Also, coordinates the timely processing of performance evaluations for contractors and consultants.

7. Performs detailed analysis of issues, including those relating to technical design, construction, real estate or environmental matters. Draft reports that appropriately convey information to others less familiar with the matter and make recommendations based upon the analysis.
8. Ensure regular and accurate updates are made in the various SDA information management systems and make certain that important issues are appropriately 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 comprehend and interpret proposals and regulations 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 construction 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, Projects, etc.)

### **Required Education and Experience**

1. Bachelors Degree in Construction Management, Architecture, Engineering, Finance, Planning or other related field or equivalent related experience.
2. Minimum five years diversified experience in real estate development; planning, design, construction, financial or environmental management of large scale institutional, industrial and commercial or construction projects, including experience in working with technical professional consultants and contractors.
3. Knowledge of construction codes, and the regulatory environment affecting development.
4. Experience in the aspects of general design and construction, including reading and interpreting construction documents and drawings.
5. Knowledge of software applications to manage projects and schedules such as Primavera Expedition, Prolog, etc.

### **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