

Job Opening

Job Posting: August 3, 2018

Application Deadline: September 3, 2018

JOB TITLE: Senior Architect

LOCATION: NYC

DEPARTMENT: Real Estate Development and Planning

BASIC FUNCTION: Working closely with other members of the Real Estate Development and Planning team, the Senior Architect will be an integral part of multiple real estate development projects from the planning stage all the way to financial close. Among other roles, the Senior Architect will be expected to assist in the preparation and review of design guidelines for ESD projects.

WORK PERFORMED:

- General management of an extensive portfolio of active grants and loans, including review of applications, Review development proposals, legal agreements and contracts for design and construction issues
- Guide selected development partners and consultants through the ESD design review process
- Oversee the development of design guidelines for projects, in consultation with the project team
- Lead the procurement and management of outside design- and construction-related consultants including but not limited to architects, engineers and construction monitors
- Review and approve architectural plans for compliance with design guidelines
- As needed, review architect bulletins and change orders prior to agency approval
- Provide monthly reports to the Real Estate and Planning team on project schedules and all work in progress
- Assist the agency in various in-house studies requiring architectural services
- Attend and staff meetings with and on behalf of the Real Estate and Planning team, including meetings with real estate developers, urban planners, planning consultants, local and state officials, and other community stakeholders

EDUCATION & REQUIREMENTS:

Education Level required: Degree in Architecture; New York State license is required.

Experience required: 5+ years of direct experience working with New York State and New York City building codes. CAD proficiency is required. Experience working with multiple building types (commercial, residential, civic, etc.) is preferred.

Knowledge required: Broad working knowledge of architectural design and practice. Building codes, structures, construction methods and materials, building systems, specifications, contractual and legal aspects of trades and procedures, as well as public bidding laws and practice, etc.

License: A driver's license is recommended.

Competencies:

- **Active listening:** listens and validates issues and potential solutions with fellow staff, managers and external constituents; attentive to broader environment to identify and understand sensitivities.
- **Attention to detail:** carefully reviews work products before advancing to colleagues and external stakeholders in order to submit work that is context-appropriate, clearly articulated and error-free.
- **Effective communication:** communicates clearly and succinctly in writing and orally, including to non-experts; summarizes key points efficiently and clearly; prepares professionally-written materials suitable for dissemination.
- **Collaboration:** builds supportive, trusting relationships with agency colleagues; cultivates network of diverse colleagues from which to solicit information, feedback and resources; seeks to understand needs of colleagues and proactively identifies opportunities and offers to provide support.

- Multi-tasking: Comfortable juggling multiple complex and fast-moving projects and working under different supervisors on a variety of projects.
- Problem-solving: skilled at breaking complex problems into manageable components; willing to question the status quo; able to navigate bureaucratic impediments to achieve results.
Big-picture thinking: able to quickly get up to speed with complex government bureaucracies, programs and policies; employs systems-level thinking to understand goals and interdependencies across agency; considers the impact of a decision both internally and externally, short and long-term.

APPROXIMATE HIRING SALARY: Starting at \$107,000 (w/ comprehensive benefits package)

INQUIRE

Shawn Bryant, Human Resources Manager, ESD Corporation

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

WE ARE AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY