

Job Opening

Job Posting: August 17, 2018

Application Deadline: Sept. 17, 2018

JOB TITLE: Senior Director of Design

LOCATION: Buffalo

DEPARTMENT: Erie Canal Harbor Development (ECHDC)

Basic Function: Primarily responsible, in conjunction with ESD Vice President Development, for the formulation, development, and implementation of planning, design and construction activities and projects in furtherance of ECHDC efforts to revitalize Buffalo's waterfront. Develops, manages, and/or coordinates various technical activities of the ECHDC staff, including but not limited to the development of strategic capital, maintenance and other site-specific projects that would advance the Corporation's mission.

At the discretion of the ESD VP Development, ESD Senior Vice President, ESD VP Planning, and ESD VP/Sr. Counsel for Upstate Capital Projects, this person shall also be responsible/available for augmenting ESD's design and construction capabilities in Upstate New York by providing technical support related to planning, design, and management for capital projects being undertaken through ESD's WNYRO, and/or ESD's Niagara Falls subsidiary, the USA Niagara Development Corporation ("USAN").

Work Performed:

- Strategic Planning
 - Develop and formulate with staff and serve as primary author for policy statements and white papers on various technical issues.
 - In conjunction with ESD VP Development, identify goals/objectives for each program year and formulate/refine projects to progressively advance agency mission and coordinate with ESD VP Development to assist in annual budgeting and programming of such efforts.
 - Serve as primary technical liaison with City/State/federal agencies associated with waterfront development in the City of Buffalo, e.g. various City departments, State Parks capital/management personnel, Erie County planning and public works, NYSDOT, NYSDEC, NYSTA, NYSDOS, USACOE, US Coast Guard, etc.
- Project Planning, Design and Management
 - Serve as principal author of agency strategic and project-based planning documents (e.g., strategic plans, master plans, general project plans).
 - Prepare various types of applications for grants, federal aid, or other types of assistance for ECHDC projects.
 - Administer all review activities related to compliance with Canalside Design Guidelines for projects within the Canalside District and make periodic refinements of such guidelines to address issues and/or edits as recommended by the Design Review Committee and approved by the ECHDC Board of Directors.
 - As necessary, procure/manage work of consultants involved in planning, engineering, architecture, transportation and environmental investigations as they relate to ECHDC capital projects.
 - As necessary, serve as primary liaison for any local, county, state, or federal permitting required for ECHDC capital projects.
- Procurement/Business Development
 - Prepare technical scopes of work for requests for qualifications ("RFQs"), Requests for proposals ("RFPs") for term and project-specific professional services.
 - Prepare requests for expressions of interest ("RFEIs"), RFQs, and RFPs for design, development, and construction management ("CM") projects on ECHDC-owned or controlled land/properties.
 - Develop selection/evaluation criteria for procurement activities.
 - In conjunction with other ECHDC staff, lead and/or manage procurement process in accordance with ESD Procurement Guidelines.
- Project Management/Oversight.
 - For ECHDC-contracted and/or led projects provide oversight to CM and Architecture/Engineering ("A/E") consultants.
 - Ensure ESD-required statements, policies, and/or procedures are included in contract specifications.
 - Attend progress meetings with consultants, contractors, CM, and A/E reps.
 - Responsible for effective scheduling, staging, and supervision of project team members.
 - Responsible for trouble-shooting minor problems throughout the design/construction process and promptly briefing appropriate higher-level personnel when necessary to avoid escalation.
- Technical Assistance
 - At the discretion of the ESD VP Development, provide technical assistance in the above-listed fields of expertise to related local, county, or state agencies engaged in joint or complementary efforts with ECHDC and/or ESD.
- Miscellaneous Functions
 - Provide status reports on project schedules and all work in progress.
 - Review development proposals, legal agreements and contracts.
 - Approve consultant's invoices.
 - Meet with Developers, Owners, Consultants, Agencies & Municipalities.
 - Prepare ECHDC and ESD Board Materials.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelors/professional degree in architecture or civil engineering; or equivalent professional degree in a related field.

Relevant experience required: Registered NYS Professional Engineer or Licensed Architect with 10+ years' progressively responsible experience in public administration, public agency consulting, or other positions related to engineering and architecture, economic development, capital facilities, urban transportation projects, urban redevelopment projects, project programming/planning and/or environmental documentation for capital projects.

Knowledge required:

- Advanced concepts, practices and procedures related to development and redevelopment including preliminary/final design and engineering, architecture, city planning, urban design, development regulations, capital facilities planning, real estate finance, construction management and project oversight.
- Ability to read, review, and comment on preliminary/final design drawings, construction documents, and specifications for public infrastructure, capital improvement, and building projects.
- Strong written, graphic, and oral communication skills, including ability to prepare technical reports, summary briefings, and oral presentations to the ESD Management, ESD/ECHDC Boards, governing bodies, and regulatory agencies.
- Strong organizational and interpersonal skills.

APPROXIMATE HIRING SALARY: Starting at \$90,000 (w/ comprehensive benefits package)

INQUIRE

Leah Schanke, AVP, Human Resources

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

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

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