



community
housing
partners

Architecture Director of Operations for Community Design Studio

The Community Design Studio of Community Housing Partners has an immediate opening for the position of Architecture Director of Operations. The Director of Operations is responsible for planning, interpreting, organizing, executing, and overseeing all architectural aspects of construction projects.

Typical duties of the Architecture Director of Operations include monitoring and maintaining project timeframe/budget, staffing projects to meet deadlines within budgetary constraints, contract conformance, and other aspects of quality control/productivity within the division. Responsibilities also include stewardship of department's financial resources and overall operation of the studio, as well as preparing contracts and other documents for Vice President review/approval. Must have excellent communications and interpersonal relations skills as the Director of Operations will collaborate with other departments, contractors, consultants, clients, and other stakeholders. The Director of Operations is responsible for final coordination and execution of construction documents, including specifications, and will supervise and evaluate the work of subordinate architects and technicians. Up to 30% of time may involve travel.

The successful candidate will possess a Bachelors degree in Architecture with licensure or non-registered graduate architect. They must have 10 years prior experience in construction and project administration, and must be knowledgeable in LEED concepts and applications. LEED accreditation preferred. Must be proficient with AutoCad, Photoshop, Illustrator or InDesign, SketchUp or 3DViz, and all MS Office Suite programs.

This position offers excellent salary and benefits, including health, dental, life, long- and short-term disability, 403(b), flex spending, generous vacation, personal, and holiday time, plus an excellent work environment. Complete job description is below.

To apply, please email letter of interest and qualifications to employment@chpc2.org by December 30, 2011.

Community Housing Partners is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of creating affordable, sustainable housing opportunities in the communities we serve.

community housing partners

Job Description: Architecture Director of Operations

Reports to: Vice President of Architecture / Managing Principal

FLSA Status: Salaried-Exempt (*Learned Professional*)

Job Summary

Reporting to the Vice President of Architecture, the typical duties of the Architecture Director of Operations include monitoring and maintaining project timeframe and budget, staffing projects to meet deadlines within budgetary constraints, contract conformance, and other aspects of quality control and productivity within the division. Responsibilities also include stewardship of department's financial resources and overall operation of the studio, and preparing contracts and other documents for Vice President review/approval. Position has considerable latitude for the exercise of independent judgment regarding financial and other matters of interest which can impact the organization.

Essential Duties & Responsibilities

- Oversee and plan all architectural aspects of construction projects
- Independently makes decisions in significant architectural design problems and methods
- Full technical responsibility to interpret, organize, execute and coordinate architectural design assignments
- Collaborate with other CHP departments including Construction, Development, Property Management, Asset Management and Energy Services in creating designs that meet diverse needs and interests
- Communicate with consultants, contractors, sub-contractors and other disciplines to ensure project details are carried out in compliance with contractual specifications and CHP/CDS quality standards
- Provide high degree of customer service to clients by maintaining communication and providing ongoing information on project status
- Assist in managing project budget, schedules, staffing and conformance to contract. Will consult with Vice President of Architecture and all other stakeholders if variance from contract proves necessary
- Responsible for final coordination and execution of construction documents, including specifications. Handle specific technical design aspects of project including investigating, evaluating and recommending design solutions to best meet client needs in a cost-effective manner while ensuring quality results
- Supervises and evaluates the work of subordinate architects and technicians
- Customary work hours are 8 AM – 5 PM, and additional hours and/or weekend work is required as situation dictates to meet training and project requirements/deadlines.
- 30% of time may involve travel
- Regular attendance and punctuality are required.
- Employee must provide their own reliable transportation to/from work. Company vehicle provided for work-related travel only.
- Business attire and professional presentation necessary.

Knowledge, Skills and Abilities

- Proficiency with programs including AutoCad, graphic programs such as Photoshop, Illustrator or InDesign, and rendering programs such as SketchUp or 3DViz, plus MS Office Suite/Outlook
- Excellent communications and interpersonal relations skills to manage and direct the activities of others
- Excellent skills in relationship-building and maintaining strong working relationships with other CHP departments, consultants, contractors and other key third-party stakeholders
- Proficient use of industry language, building codes, ADA legislation and other industry-specific terminology
- High degree of marketing ability to deliver client presentations and assist in marketing interviews
- Highly organized with ability to work independently and in a team-environment to meet deadlines

Architecture Director of Operations

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- High degree of organization

Education and/or Experience

- Bachelors degree in Architecture with licensure or non-registered graduate architect (license preferred but not required)
- 10 years prior experience in construction and project administration
- Knowledgeable in LEED concepts and applications. LEED accreditation preferred but not required

Environmental Factors and Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations, as required under the Americans with Disabilities Act ("ADA"), will be made to enable individuals with disabilities to perform the essential functions.

The employee must possess:

- Ambulatory skills sufficient to traverse unlevel terrain/offset roofs, physically walk elevations to inspect projects, and climb stairs/ladders or scaffolding to ascertain project status, provide on-site support to construction staff, and resolve any design/build issues as necessary.
- Physical strength to lift/carry/manipulate loads weighing up to 30 pounds on a daily recurring basis.
- Ability to withstand occasional exposure to noise, exposure to dust, and working with commonly present environmental chemicals and/or fumes.
- Some work is conducted in a typical office environment with temperature control and natural and artificial light.
- Outdoor activities require exposure to seasonal weather and the associated temperature fluctuations.
- Must have close and distance vision and the ability to adjust focus to perform assigned tasks.
- Ability to effectively communicate both verbally and in writing with internal/external customers/colleagues.
- Ability to hear and communicate effectively to hear end-user concerns, provide training and customer support, and perform customary administrative functions.

Safety

The Architecture Director of Operations shall adhere to, and ensure employee compliance with, the policies outlined in the CHP Employee Handbook, which may be updated at any time. Incumbent shall ensure employee compliance with any related OSHA safety standards, established company safety protocols, and use of prescribed safety equipment for particular operations. The Architecture Director of Operations will also address any observed potential safety hazards, and/or environmental hazards or if a health or safety concern arises

By signing below, I indicate I have had the opportunity to review the job description, essential duties, and my responsibilities as indicated herein.

(Employee Signature)

(Date)