**GENERAL SUMMARY**

The Architectural Services Representative supports a variety of activities to analyze and develop projects funded by the department. Position responsibilities include reviewing application materials for Design Standard compliance, performing construction inspection reviews, maintaining MFA Design Standards, and other related responsibilities. May also assist with special projects.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

* Directs the architectural activities of the department, which includes planning, coordinating, and performing required reviews of plans and specifications along with inspections for all projects under development.
* Provides a written opinion as to whether the project conforms to the applicable standards and any variances from these standards, including whether the project meets all applicable state and local codes, ordinances, and zoning requirements; as well as the accessibility requirements in Section 504 of the Rehabilitation Act of 1973, Titles II and III of the Americans with Disabilities Act, the Fair Housing Act, or any other applicable standards.
* Reviews construction contracts and change orders in real time, to expedite approvals and oversight of projects.
* Reviews Capital Needs Assessments, appraisals and market studies with knowledge of the market and building conditions.
* Troubleshoots issues in a timely manner.
* Performs project cost analysis.
* Assists as needed with Davis-Bacon activities.
* Manages compliance with and revisions to the MFA Design Standards.
* Responds to inquiries from the public, program participants, property managers; represents the Agency and the programs effectively both internally and externally, as required, and serves in the capacity of subject matter expert for assigned duties and projects.
* Reviews and monitors project reports and evaluates Partnership performance through pre-established standards and key indicators.
* Develops annual work plans and schedules.
* Participates in the development and implementation of department program goals, objectives, and policies.
* Researches, compiles, analyzes and organizes information and data from various sources on a variety of specialized topics related to assigned areas, develops management reports and recommendations regarding improvement in procedures, training and control processes.
* Essential functions include extensive travel, which include driving and overnight stays.
* Performs other related duties of a similar nature and level as assigned.
* Employees are required to comply with safety regulations, procedures, and protocols.

**MINIMUM QUALIFICATIONS**

**Education and Experience**

Bachelor’s degree and 3 years of full-time experience working in residential design, building code enforcement, construction, or related field in New Mexico.

Seven years’ experience in one of these fields may be substituted for degree requirement.

Current license to practice architecture in New Mexico, while not required, is a plus.

**Conditions of Employment**

* Valid NM driver’s license

**KNOWLEDGE, SKILLS, and ABILITIES**

* Prioritize and assign work
* Train and orient personnel with similar responsibilities
* Relate to and interact with a non-traditional and diverse customers and employee population
* Work independently
* Balance competing requirements and needs of client organizations
* Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
* Read, analyze, and interpret standards, policies, procedures, and regulations
* Develop and write reports, policies, and correspondence
* Handle common inquiries or complaints
* Effectively present information and respond to questions from customers, employees, and visitors
* Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
* Define problems, collect data, establish facts, and draw valid conclusions
* Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
* Exercise good judgment and focus on detail as required by the job
* Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
* Use (or learn to use) computer software and systems applicable to the position
* Follow oral and written instructions and procedures
* Collect, organize, and interpret data and prepare accurate records
* Compare data from a variety of sources for accuracy and completeness
* Organize large volumes of detailed data and information
* Meet schedules and deadlines of the work unit
* Communicate in English effectively orally and in writing
* Maintain well-organized materials, files, systems and tools
* Adapt to changes in work situations and priorities
* Reason/analyze; use logic to identify and resolve problems
* Evaluate, organize, and summarize data and information
* Make varied arithmetic computations rapidly and accurately
* Establish and maintain constructive and cooperative interpersonal relationships with employees, peers, supervisors, or managers in the work unit and other departments, as well as with employees of outside entities and other individuals, as applicable to the essential duties and responsibilities

**Non-Negotiables**

* Provide high level of quality service to external as well as internal customers 100% of the time.
* Promote a team environment 100% of the time.
* Positive support of management decisions.
* Dependable and productive
* Good communication and interpersonal skills
* Shows initiative and works independently
* Produces quality work products
* Exhibits adaptability and flexibility

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed in a standard office or indoor and outdoor environment. Essential functions are regularly performed without exposure to adverse environmental conditions, however, employees may be exposed to minor inconveniences such as occasional noise, exposure to computer screens, crowded working conditions, and/or minor heating, cooling or ventilation problems, and environmental conditions during travel. Essential functions include extensive travel, which include driving and overnight stays.

Employees in the position may be exposed to rude/irate customers, or other individuals.

Employees in this job are frequently exposed to outdoor environments, confined spaces, odors, dusts, and loud or intense noises.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Medium Work:** Performing the essential functions typically requires exerting up to 50 pounds of force occasionally, up to 25 pounds of force frequently, and/or up to 20 pounds of force constantly.

The work frequently involves walking, driving, stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling, lifting.

*MFA is an Equal Opportunity Employer.*

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| **Employee’s Signature:** |  |
| **Employee Name:** |  |
| **Date:** |  |
| **Supervisor’s Signature:** |  |
| **Supervisor’s Name/Title:** | *Shawn Colbert, Director of Housing Development* |
| **Date:** |  |

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| --- | --- |
| **Date created:** | 04/DD/21 |
| **Dates revised:** | MM/DD/YY |