Career Opportunity:  
Project Manager-Feasibility Study/Schematic Design

The Project Manager provides technical support and management for the feasibility study and schematic design activities for capital pipeline projects, including the establishment of project scope, budget and schedule and working through all phases of project development. S/he reviews project submittals, conducts technical analysis on project and program data, and assists with the generation of internal and external communications and/or presentations. The Project Manager manages capital projects and supports in the analysis, update, and execution of MSBA policies, programs, and practices.

**Essential Responsibilities:**

- Manage capital core program projects to ensure compliance with MSBA guidelines and conformance with Feasibility Study Agreements regarding scope, budgets, and schedules of proposed projects.
- Perform the technical review of feasibility studies, schematic designs, cost estimates, consultant prepared reports, and other required submissions for MSBA-funded capital projects to verify the quality of work and conformance with MSBA guidelines, policies and regulations.
- Develop project related recommendations and present recommendations to the MSBA Board of Directors.
- Lead project meetings with other MSBA personnel, design consultants, Owner’s Project Managers (OPMs), and local school district and community officials.
- Work effectively with Field Coordinator staff to ensure all project activities are coordinated with MSBA departments and community representatives as appropriate.
- Review and approve reimbursement request applications from districts.
- Review Owner’s Project Managers (OPM) monthly progress reports for assigned projects to monitor progress, identify potential issues, and to prepare executive status reports.
- Support Capital Planning in the analysis of program data to evaluate the effectiveness of MSBA policies and procedures and recommend, as may be required, proposed updates and revisions that may further improve the MSBA process.
- Provide other technical and professional support in the preparation of internal and external reports and presentations.
- Support Capital Planning staff in developing and issuing program documentation and delivering training and presentations to both MSBA staff and the public.
- Respond to district, MSBA staff, and management inquiries as needed.
- Perform other duties as assigned.
Required Qualifications:

- Bachelor’s degree in a related field.
- Three to seven years of combined facility feasibility study and/or design experience. Experience with public construction preferred.
- Proficiency in Microsoft Office 2010 software applications, including Excel, Word, PowerPoint and Outlook.
- Ability to effectively manage multiple tasks, involving complex and varying technical problems.
- Strong verbal and written communication skills.
- Experience with data analysis utilizing complex spreadsheets.
- Demonstrated ability to gather, analyze, and present complex technical information in a clear, concise, and understandable manner.
- Ability to work both independently and as part of a team.
- Ability and willingness to occasionally travel to project sites.
- Knowledge of Massachusetts laws, including MGL Chapter 30, Chapter 149 and 149A, and Chapter 7 preferred.
- Experience working with federal, state, county, or local governments preferred.

Qualified and Interested?
Please submit your cover letter and resume by email to hr@massschoolbuildings.org. Include “Project Manager – FS/SD” in the email subject header. Please include your salary requirements in your cover letter.

About the MSBA
The Massachusetts School Building Authority is a quasi-independent government authority that partners with Massachusetts communities to support the design and construction of educationally-appropriate, flexible, sustainable, and cost-effective public school facilities. Visit www.massschoolbuildings.org for more information.

Equal Opportunity Employer. Diversity candidates are encouraged to apply.