



Position Description

JOB TITLE:	Project Analyst – Planning / Implementation Studio or Large Implementation
CLASSIFICATION:	Exempt, Full-Time
SUPERVISOR:	Senior Project Manager (Group Leader)
DATE REVISED:	November 2016

Position Purpose

Reporting to a group leader, the primary focus of this position is to provide project-level support for a project team so that it can successfully execute program management assignments for one or more of the following client types: arenas, stadiums, K- 12 public, independent and charter schools, or community recreation. Client deliverables for planning services include master planning activities, site analyses, needs assessments, program planning, feasibility studies, financial modeling, and market analyses. Client deliverables for implementation assignments include assisting with cost estimating, construction monitoring, constructability reviews, budget reconciliations, project documentation, permitting, schedule compliance, and commissioning activities.

Essential Responsibilities

1. Provides research, analysis, recordkeeping, and operating-level coordination and communications on planning and/or implementation assignments in accordance with company's established methodologies.
2. Writes reports or other documents that concisely analyze and distill data in order to meet client's desired outcomes and scope requirements.
3. Performs quality control activities to ensure that deliverables are error-free and delivered on time.
4. Participates in B&D's training and development opportunities and actively cultivates a knowledge base in a range of practices and methodologies in relevant industry markets (Venues+Municipal and/or K-12).
5. Participates in business development activities to include article writing, conference attendance, and prospective client tracking or follow up.

Supervisory Responsibilities

N/A

Minimum Requirements

- Minimum of a bachelor's degree in architecture, construction management, finance, economics, planning, real estate management, or related field.
- Directly related work or internship experience is highly desirable.
- Must possess a valid driver's license.

Competencies

Technical Competencies

- Comprehensive understanding of Microsoft Office applications including Word, Excel, Outlook and PowerPoint

Core Competencies

- Excellent oral and written communication skills
- Excellent group facilitation and presentation skills
- Strong analytical and critical thinking abilities
- Strong understanding of real estate, finance and accounting principles
- Articulated support for the firm's mission, values and operating paradigm
- Demonstrated commitment to client satisfaction
- Strong commitment to ethical business practices
- Proven adaptability, flexibility, and creativity
- Demonstrated ability to thrive within a team structure

Human Relations:

Internal contacts include staff at all levels. External contacts include external customers and vendors.

Work Environment, Equipment, and Physical Demands:

[The demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.]

Work Environment

- Office environment; moderate noise
- Field environment; moderate to loud noise
- Occasional evening or weekend work
- Air and overnight travel may be required

Equipment

- Office equipment/computers 8 hours per day.

Physical Demands

- Sitting at desk or table up to 6 hours per day
- Standing or walking
- Repetitive wrist, hand or finger movement (while operating computer equipment)
- Eye-Hand Coordination (keyboard typing)
- Hearing and talking
- Extended periods of reading fine print.
- Light to moderate bending, crouching, and stooping (filing)

Employee Acknowledgement

By signing below I acknowledge that I have read and understand the purpose, essential responsibilities, minimum requirements, competencies, work environment, equipment, and physical demands required of my job as described above. Further, I understand and agree that if, because of a disability, I need an accommodation in order to perform the essential functions of my job, I will notify the Director of Human

Resources. Human Resources will work with me to determine what, if any, reasonable and effective accommodation can be made.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. I understand that this is not an exhaustive list of all duties and responsibilities and that Brailsford & Dunlavey reserves the right to amend and/or change responsibilities to meet business and organizational needs.

Employee

Date