



architecture  
planning  
interiors

## Program Manager – San Jose & Orange County Offices

BCA Architects is looking for highly motivated and talented staff to join our San Jose and Orange County Offices! BCA is a full service architectural firm celebrating 28 years in business, serving all areas of California designing education, civic, commercial and senior living projects. We are an award-winning firm and pride ourselves in strong “value added” services and design capabilities with four (4) offices in San Jose, Sacramento, Orange County and Los Angeles. For more information visit: [www.BCAarchitects.com](http://www.BCAarchitects.com).

### Qualifications:

Prior experience with Construction or Program Management firms in the AEC industry; LEED AP preferred; bachelor’s degree required; US Citizen

### Experience:

10+ Years

### Overview:

Manages and coordinates all aspects of State Bond programs in order to ensure effective project delivery by the BCA architectural team.

### Position Requirements:

- Coordinates all program efforts, administrative and technical, to ensure the most efficient and cost effective execution of bond project delivery
- Prepares project priorities and phasing, and identifies cash flow, State eligibility and other funding mechanisms
- Serves as primary liaison with clients to provide oversight of bond program, including attendance in meetings, formulating agendas, developing minutes and scheduling (may join client at their location depending upon services required/rendered)
- Actively manages client budgets, schedules and projects
- Actively manages project and client teams (including BCA and other architects)
- Estimates fees, provides needs and conditions assessments and confirms preliminary scopes of work
- Provides oversight and monitoring of consultants as necessary to perform conditions assessments, CEQA documentation, demographics or State eligibility analysis
- Makes presentations to clients and Boards to garner support for vision for the bond program
- May be required to lead special testing, procure as-built information or lead demonstration/pilot space design during the bond program management phase

### Requires Experience In:

- Public K-12 and Community College educational projects through the Department of the State Architect (DSA)
- California Community College Chancellor’s Office (CCCCO) funding requirements, Office of Public School Construction (OPSC) funding, State grant qualifications and State eligibility, including Career Technical Education (CTE), high performance incentives and joint-use funding

BCA Architects  
*partnering with clients to achieve excellence in design*

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- Public school project delivery methods: Design-Bid-Build, Design-Build, CM-at-Risk, Lease-LeaseBack and related procurement and contract requirements

**Contact:**

For more information or to submit a resume, please contact: Brian P. Whitmore, AIA – LEED AP, President at 916-254-5602 or [BrianW@BCAarchitects.com](mailto:BrianW@BCAarchitects.com).