



Division of Social Justice
Real Estate Finance Bureau – New York City
Chief Architect
Reference No. REF_NYC_CA_6339

Application Deadline is August 23, 2024

The Office of the New York State Attorney General (OAG) is seeking an architect to serve as the Chief Architect for the [Real Estate Finance Bureau](#) (REF). The Chief Architect position is based in New York City and reports to the Bureau Chief.

REF is charged with the enforcement of Article 23-A of the New York General Business Law (the “Martin Act”) as it relates to real estate securities, including syndications and cooperative interests in realty such as cooperatives, condominiums, homeowner associations, timeshares, and senior communities. REF architects and engineers review building plans and specifications, building condition reports, and descriptions of property submitted to REF to ensure compliance with REF’s regulations.

Duties:

- Supervising a team of architects and engineers who are engaged in the regulatory review of offering plans, including managing the team’s portfolio; assigning work and tracking deliverables; regularly providing advice, training, and support; assisting with recruitment and hiring; and addressing personnel issues;
- Assist with the implementation of new policies and regulations for REF;
- Provide input on REF’s architectural and engineering review process, including identifying redundancies and opportunities for efficiencies;
- Review building plans and specifications, descriptions of property, and building condition reports to ensure compliance with applicable statutes, regulations, including REF regulations governing Martin Act disclosure requirements;
- Prepare and issue written deficiency letters to attorneys for property developers concerning regulatory and statutory compliance;
- Provide professional opinions to REF’s Enforcement Section on cases related to construction and other architectural matters, as needed;
- Interpret applicable statutes, regulations, and zoning and local building code;
- Interact and collaborate with New York City Department of Buildings and other authorities having jurisdiction on issues pertaining to building plans and specifications, and interpretation of applicable statutes, regulations, and zoning and local building code;
- Conduct occasional field inspections of projects to ensure statutory and regulatory compliance, as needed; and
- Handle other duties and projects as needed.

Qualifications:

- A New York State architecture license with at least ten (10) years of experience working with new and existing multiple dwellings, preferably within New York City;
- A minimum of five (5) years of experience directly supervising and managing teams of staff, including other architects and engineers;
- Prior experience training, mentoring, and developing junior staff;
- Prior experience with building code and zoning compliance, construction inspection, project management, and reviewing building plans and specifications;
- A demonstrated familiarity with New York State Building Code, New York City Department of Buildings procedures, and New York real property databases;

- Knowledge of the design and construction of building elements, components, and systems in various building types, including large multi-family and mixed use projects;
- Excellent verbal, written, analytical, and organizational skills;
- Strong interpersonal and relationship management skills;
- Strong computer and word-processing skills; and
- Prior experience interfacing with other governmental agencies and attorneys is preferred.

The annual salary for this position is \$114,824 + \$3,400 in location pay. As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State through a wide variety of occupations. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision, and retirement benefits, and family-friendly policies. Additionally, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

HOW TO APPLY

Applications must be submitted online. To apply, please click on the following link: [REF NYC CA 6339](#)

To ensure consideration, applications must be received by close of business on August 23, 2024.

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
 - You may address your letter to the Legal Recruitment Unit.
 - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance the OAG's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
 - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
 - If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **List of three (3) references**
 - Only submit professional references, supervisory references are preferred.
 - For each reference, indicate the nature and duration of your relationship.
 - Include contact information and email addresses for each reference.
 - Please note that your references will not be contacted until after you interview for the position.

If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about the OAG, please visit our website: www.ag.ny.gov