

**Title:** Program Manager of Design & Standards Integration



## **Shape the Future of Pennsylvania's Workspaces**

Join the Commonwealth of Pennsylvania as a **Program Manager of Design & Standards Integration**.

Are you a design leader ready to set the standards for Pennsylvania's public spaces? We are looking for a strategic expert to serve as the top authority on furniture, architectural guidelines, and Building Information Modeling (BIM) systems. This is a unique chance to use your technical skills to improve government offices and help the communities we serve.

In this role, you won't just follow rules—you will create them. You will lead the way in choosing modern finishes, managing digital data, and ensuring our buildings are efficient and high-quality for years to come.

### **The Impact You'll Make**

- **Design the Rulebook:** You will develop and enforce design and furniture rules for state agencies across Pennsylvania.
- **Innovate with Technology:** You will lead the BIM program, making sure our digital models and data structures are accurate and modern.
- **Collaborate across Teams:** You will be the bridge between different teams, from IT and real estate to construction and legal.
- **Mentor and Train:** You will develop training programs to help staff stay current with the latest tools and trends.

### **Work Schedule & Additional Information**

- **Full-time employment:** Work hours are 8:00 AM to 4:00 PM, Monday - Friday, with a 30-minute lunch.
- **Hybrid Flexibility:** You may have the opportunity to work from home (telework) part-time, up to 2 days per week. To telework, you must have a secure high-speed internet connection and work from an approved location inside Pennsylvania. If you cannot telework, you will report to the office in Harrisburg. Telework is subject to change.
- **Travel:** This position requires travel to Harrisburg or other locations around the state for site visits or meetings.
- **Salary:** In some cases, the starting salary may be non-negotiable.

## What You'll Need to Succeed

### Experience & Education:

- Four years of experience in progressively responsible and varied office management of staff work (including experience in personnel management, budgeting, or procurement) plus a four-year college degree; **OR**
- One year as an Administrative Officer 2 (Commonwealth or equivalent Federal title); **OR**
- Any equivalent combination of experience and training.
- **License:** A valid driver's license.

### Technical Skills:

- **Software:** You must have deep, working knowledge of Autodesk Revit.
- **Design:** You need extensive experience with commercial furniture systems.
- **Regulations:** You must understand building codes, ADA (accessibility) laws, and construction rules.
- **Communication:** You should be great at talking with different types of people and solving complex problems together.

## Why Apply?

This is more than a job; it's a career with a mission. If you are a design-minded professional looking for a role that offers true independence, strategic influence, and a healthy work-life balance, we encourage you to apply.

## Important Communications

We will contact you about this position via email. Please be sure to check your inbox—and your spam or junk folders—regularly so you don't miss any important notices.

**Application Deadline:** March 24, 2026 11:59 PM Eastern

## Application Link:

<https://www.governmentjobs.com/careers/pabureau/jobs/5258650/program-manager-of-design-standards-integration-administrative-officer-3>