



### **DIRECTOR OF QUALITY CONTROL**

JLA Architects is a full-service architectural firm with offices in Madison, Milwaukee, and Denver. We have built a strong & consistent reputation with our clients, consulting partners, municipal bodies, and the community at large. Our success can be directly attributed to our diverse team and our approach to our work – which is inclusive & collaborative.

JLA's evolution has been strategic – we have created a team structure and procedural systems that foster collaborative work – taking advantage of all team members' unique perspectives & ideas. This has served us well for growing our client base, diversifying our project types, and improving our standing in the industry. We will continue to evolve with a never-ending goal of improving ourselves – individually & collectively – to better serve our team and our clients.

### **Position Summary:**

The Director of Quality Control is a leadership position created to improve the quality & consistency of JLA's designs & design documents - at all phases of a project's lifecycle. To help meet this goal, the Director of Quality Control shall continually collaborate with JLA's Director of Architectural Operations to:

- Support existing 'Quality Assurance Practices' and their continual evaluation & evolution. This includes, but is not limited to, implementation & facilitation of formal policies, procedures, methodologies, standards, tools, and best practices to improve the quality of JLA's designs & documents across all phases of the 'Project Lifecycle'.
- Continually facilitate & evaluate JLA's 'Quality Control Practices', and conceive & implement the evolution of the 'Quality Control Practices' as necessary.
- Conceive, implement, and facilitate practices for the ongoing evaluation of Team compliance with 'Quality Control Practices'.
- Conduct or delegate 'Quality Control Reviews' for all projects at all phases of the 'Project Lifecycle'.
- Lead JLA's Quality Control Influence Team.

The Director of Quality Control will be a member of JLA's Operational Leadership Team – which currently includes the firm's President, the Director of Architectural Operations, the Director of Design, all Office Directors, the Director of Project Management, the Director of Marketing, and the Director of Team Development. The Operational Leadership Team serves as an 'Advisory Team' for the firm's President as well as a collaborative peer group for which members operate under a model of 'Dynamic Subordination' to continually improve the way the firm operates.

The Director of Quality Control will report to, and take general direction from, JLA's Director of Architectural Operations. This position will have a considerable amount of autonomy - expected to prioritize, coordinate, and execute their work with little direction. The Director of Quality Control is expected to be highly collaborative – with substantial collaboration with the Operations Team and JLA's architectural team, as a whole.

Although this position shall have no 'direct reports', the Director of Quality Control will be expected to collaborate with and guide Team Members in relation to their Director of Quality Control responsibilities. This position is an important & influential internal 'face' of JLA Architects' leadership and should always be professional & engaging.

The Director of Quality Control is a full-time position. The expected workload for the Director of Quality Control (DQC) would be between 43-45 hours per week, on average. Although JLA offers 'work-mode' flexibility, it is expected that

the Director of Quality Control would regularly perform their responsibilities 'in person' with the potential for periodic remote work when appropriate. Periodic travel to other JLA offices may be required.

**Qualifications:**

The ideal person for this position would have the qualities, skills, and knowledge listed below.

- 15+ years of experience at an architectural firm with a thorough knowledge of architectural practice in all phases and building types.
- A demonstrated knowledge of Quality Assurance and Quality Control strategies in the architectural profession as well as the interconnected relationships between QA and QC through all phases of the project.
- A genuine leadership style consistent with the JLA Leadership Philosophy.
- The ability to work effectively and fairly with people with different backgrounds, skillsets, and personalities.
- The ability to prioritize & execute a variety of tasks within a single project and across multiple projects.
- Detail-oriented. Quality & precision focused.
- Experience with both Revit and AutoCAD Architectural Software.
- Experience with Microsoft Office Suite Software;
- Experience with Bluebeam Revu & Bluebeam Studio;

**Compensation & Benefits:**

- Salary shall be market-rate, commensurate with experience, skills, and knowledge;
- Benefits include Paid Time Off, Health Plan, Dental Plan, Vision Plan, 401K Plan, Family Leave, Group Life and Long-Term Disability Plan;
- Ten (10) Standard Holidays + additional Volunteer Time Off & Professional Development Time-Off;
- Family-oriented, flexible schedule – with a potential for a hybrid 'In-Office / Remote' schedule;
- Team-oriented, relaxed (but professional) work environment/culture;

**Request an Interview:**

If you are a qualified candidate for this position and would like to request an interview, please submit the following information to [jlee@jla-ap.com](mailto:jlee@jla-ap.com) and [afredendall@jla-ap.com](mailto:afredendall@jla-ap.com).

- Professional Resume with relevant experience - including roles & responsibilities.
- List of Professional References - with specific contact names & current phone numbers.

*JLA Architects provides equal employment opportunity to all applicants and promotional opportunity to all employees without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, protected veteran status, or any other protected characteristic. JLA Architects is committed to recruiting, hiring, training, and promoting persons in all job titles, as well as ensuring that all other personnel actions are administered, without regard to the protected characteristics outlined above.*