

**City of New York**  
**DEPT OF DESIGN & CONSTRUCTION**  
**Citywide Job Posting Notice**

<b>Civil Service Title:</b> Administrative Engineer	<b>Level:</b> M2
<b>Title Code No:</b> 10015	<b>Salary:</b> \$58,675/\$63,275-\$156,793
<b>Business Title:</b> Executive Director	<b>Work Location:</b> 30-30 Thomson Avenue, LIC, NY
<b>Division/Work Unit:</b> Public Buildings/Various	<b>Number of Positions:</b> 3
<b>Job ID:</b> 245719	<b>Hours/Shift:</b> 35 hours
<b>Job Description</b>	
<p>Only candidates who are permanent in the Administrative Engineer title, or those who can provide proof of successful registration for the March 2016 Open Competitive or Promotional Exam may apply. Failure to do so will result in your disqualification.</p> <p>The Department of Design and Construction, Division of Public Buildings, seeks Executive Directors to work within the program units. The selected candidates will be responsible for administration of the program unit to affect the design, renovation and construction of public facilities throughout the City. Responsibilities include: managing a director and deputy director(s), along with their team of architects, engineers and construction managers; overseeing allocation of resources; ensuring timely delivery of projects and achievement of yearly project and budget commitment plans; planning and monitoring projects to meet the agency's objectives and milestones; monitoring the lifecycle of projects; solving complex problems; participating in new initiatives in the areas of performance and change management; and interacting with various oversight agencies and stakeholders. Significant interaction with senior level management is required.</p>	
<b>Minimum Qualification Requirements</b>	
<p>1. A valid New York State License as a Professional Engineer is required. In addition, candidates must have six (6) years of full-time paid experience in civil, mechanical, electrical, chemical, environmental engineering or plan examining work, at least two (2) years of which must have been in an executive, managerial or administrative capacity.</p>	
<b>Preferred Skills</b>	
<p>Preference will be given to candidates with at least 10 years of experience in a managerial, administrative or supervisory position.</p>	
<b>Residency Requirement</b>	
<p>New York City Residency is not required for this position.</p>	
<b>To Apply</b>	
<p>For City Employees, please go to <a href="#">Employee Self Service (ESS)</a>, click on Recruiting Activities/Careers and Search for Job ID # 245719.</p> <p>For all other applicants, please go to <a href="http://www.nyc.gov/jobs">www.nyc.gov/jobs</a>, go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 245719.</p> <p>Do not email, mail or fax your resume to DDC directly. No phone calls will be accepted.</p>	
<b>Posting Date:</b> 07/01/2016	<b>Post Until:</b> Filled

**The City of New York/NYC Department of Design and Construction is an Equal Opportunity Employer**