

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

Civil Service Title: Administrative Architect	Level: M2
Title Code No: 10004	Salary: \$58,675/\$63,275-\$156,793
Business Title: Executive Director	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Public Buildings/Various	Number of Positions: 3
Job ID: 245757	Hours/Shift: 35 hours
Job Description	
<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>	
Minimum Qualification Requirements	
<p>A valid New York State Registration as an Architect is required. In addition, candidates must have six (6) years of full-time paid experience in architectural work, at least two (2) years of which shall have been as an administrative architect.</p>	
Preferred Skills	
<p>Preference will be given to candidates with at least 10 years of experience in a managerial, administrative or supervisory position.</p>	
Residency Requirement	
<p>New York City Residency is not required for this position.</p>	
To Apply	
<p>For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers and Search for Job ID # 245757.</p> <p>For all other applicants, please go to www.nyc.gov/jobs, go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 245757.</p> <p>Do not email, mail or fax your resume to DDC directly. No phone calls will be accepted.</p>	
Posting Date: 07/13/2016	Post Until: Filled

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