

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

Civil Service Title: Administrative Project Manager	Level: M2
Title Code No: 83008	Salary: \$58,675/\$63,275-\$156,793
Business Title: Executive Director	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Public Buildings/Variou	Number of Positions: 3
Job ID: 245772	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>1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and five years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project, two years of which must have been in an administrative, managerial, executive or supervisory capacity; or</p> <p>2. A four year high school diploma or its educational equivalent and nine years of experience as described in "1" above; two years of which must have been in an administrative, managerial, executive or supervisory capacity; or</p> <p>3. Education and/or experience equivalent to "1" or "2" above. An accredited Master's degree in one of the disciplines described in "1" above, a law degree, or a valid New York State license as a Professional Engineer or Registered Architect or Landscape Architect may be substituted for one year of the required experience. However, all candidates must have the two years of the administrative, managerial, executive or supervisory experience as described in "1" above.</p>	
Preferred Skills	
Preference will be given to candidates with at least 10 years of experience in a managerial, administrative or supervisory position.	
Residency Requirement	
New York City Residency is not required for this position.	
To Apply	
<p>For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers and Search for Job ID # 245772.</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 # 245772.</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