

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

Civil Service Title: Administrative Architect (NM)	Level: 00
Title Code No: 1000A	Salary: \$48,535/\$55,815-\$132,061
Business Title: Deputy Program Director	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Public Buildings / Various	Number of Positions: 4
Job ID: 251156	Hours/Shift: 35 hours
Job Description	
<p>The Division of Public Buildings seeks Deputy Program Directors to work within various Program Units. The selected candidates will be responsible for supervising Project Managers and Senior Project Managers; overseeing the development of the unit's policies; acting as the primary client liaison; assisting with the development of overall Commitment Plans, individual project scopes and estimates, project programs, budgets and time schedules; selecting consultants and monitoring their performance; and overseeing the bidding, awarding and examining of construction contracts. Duties will include: assisting the Program Director and Assistant Commissioner in resolving problems and ensuring that each project meets critical target dates; and attending high-level project management meetings with client agencies, Commissioners and Oversight Agency heads.</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 four 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 #251156. 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 # 251156. Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.</p>	
Posting Date: 08/09/2016	Post Until: Filled

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