

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

<b>Civil Service Title:</b> Associate Urban Designer	<b>Level:</b> 03
<b>Title Code No:</b> 22124	<b>Salary:</b> \$72,590/\$83,479-\$110,038
<b>Business Title:</b> Project Director	<b>Work Location:</b> 30-30 Thomson Avenue, LIC, NY
<b>Division/Work Unit:</b> Public Buildings/Various	<b>Number of Positions:</b> 2
<b>Job ID:</b> 264508	<b>Hours/Shift:</b> 35 Hours

**Job Description**

The Department of Design and Construction seeks 2 Project Directors to work for the Division of Public Buildings/Various Units. In this capacity, the candidates will be responsible for all aspects of the design and construction phases of large and complex projects. Additional responsibilities include: supervising design and construction staff; functioning as primary client liaisons on particular projects and leading the consultant selection process; tracking projects to ensure the bid, award, registration, and construction stages of each project are successfully accomplished; working closely with Project Managers to assure deadlines are met and projects are within budget; preparing reports, letters and memos; and overseeing progress on all assigned projects. Special emphasis will be placed on integrating the design and construction components of a project. The project Director will be responsible for ensuring that this goal is achieved.

**Minimum Qualification Requirements**

1. A baccalaureate degree in architecture from an accredited college or university and two (2) years of full-time experience in planning, design, research, investigations and/or studies related to urban design development programs; or
2. A satisfactory combination of education and/or experience which is equivalent to "1" above. However, a baccalaureate degree in architecture is required of all candidates. Graduate work leading to an advanced degree in architecture, urban design or city planning maybe substituted for experience on a year-for-year basis.

**Preferred Skills**

Experience in construction and construction administration functions. The successful candidates will demonstrate that s/he is comfortable having direct interaction with high-level public officials, possess excellent interpersonal skills, and knowledge of business processes in the capital design and construction areas. Excellent verbal and written communication skills are required.

**Residency Requirement**

NYC Residency is not required.

**To Apply**

For City Employees, please go to [Employee Self Service \(ESS\)](#), click on Recruiting Activities/Careers and Search for Job ID #264508.

For all other applicants, please go to [www.nyc.gov/jobs](http://www.nyc.gov/jobs), go to Search for Open NYC Jobs and click on Non-Employee Login to search for Job ID # 264508.

Do not e-mail, mail or fax your resume to DDC directly. No phone calls will be accepted.

**Posting Date:** 09/23/2016

**Post Until:** Filled

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