

City of New York
DEPT OF DESIGN & CONSTRUCTION
Citywide Temporary Grant-Funded Job Posting Notice

Civil Service Title: Associate Urban Designer	Level: 03
Title Code No: 22124	Salary: \$72,590/\$83,479-\$110,038
Business Title: Recovery Project Director	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Public Buildings/Build it Back	Number of Positions: 5
Job ID: 273662	Hours/Shift: 35 Hours

Job Description

The Department of Design and Construction seeks 5 Recovery Project Directors to work for the Division of Public Buildings/Build It Back Program. 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 Recovery Project Directors will be responsible for ensuring that this goal is achieved.

*** This is a grant-funded position that may only have tenure of up to eighteen (18) months.**

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 they are 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

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City Employees, please go to [Employee Self Service \(ESS\)](#), click on Recruiting Activities/Careers and Search for Job ID #2736620.

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 # 273662.

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

Posting Date: 12/6/2016

Post Until: Filled

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