

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

<b>Civil Service Title:</b> Administrative Project Manager	<b>Level:</b> M2
<b>Title Code No:</b> 83008	<b>Salary:</b> \$60,435/\$65,173-\$161,497
<b>Business Title:</b> Director of Data Analytics and Reporting	<b>Work Location:</b> 30-30 Thomson Ave LIC, NY
<b>Division/Work Unit:</b> Program Management/Project Controls-Cost Management	<b>Number of Positions:</b> 1
<b>Job ID:</b> 273827	<b>Hours/Shift:</b> 35 Hours

**Job Description**

The Department of Design and Construction, Division of Program Management seeks a Director, Data Analytics and Reporting. The position reports to the Executive Director of Project Controls, Program Management Division. The successful candidate will manage a staff of 4-5 computer and data specialists to monitor data quality and integrity in Agency critical databases, analyze data to identify trends in key Agency performance indicators and correlation with internal and external data trends, recommend new or improved key performance indicators, and manage internal and external Agency reporting on Capital Project Delivery including the Agency's Open Data compliance. The Director will interact with Project Delivery Division Portfolio and Project Managers and the Mayor's Office of Operations to respond to requests for project information and ensure external project dashboards (Capital Projects Dashboard, Resiliency Projects Dashboard, etc.) are properly maintained.

**Minimum Qualification Requirements**

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
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
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.

**Preferred Skills**

Experience with supervising staff preferred. Knowledge and/or experience with Capital Design and Construction. Prior experience in data analytics and business statistics and analysis is required. Must have strong knowledge of databases, SQL language, and data mining and visualization tool (e.g. Qlikview). Excellent written and verbal communication skills and presentation skills.

**Residency Requirement**

New York City Residency is not required for this position.

**To Apply**

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers and Search for Job ID # 273827.

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 #273827.

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

**Posting Date:** 12/02/2016

**Post Until:** Filled

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