

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

Civil Service Title: Administrative Project Manager	Level: 00
Title Code No: 8300B	Salary: \$48,535/\$55,815-\$134,433
Title Classification: Competitive	
Business Title: Deputy Director	Work Location: 30-30 Thomson Avenue, LIC, NY
Division/Work Unit: Infrastructure-Program Administration /Bronx/North Queens/Staten Island	Number of Positions: 4
Job ID: 274516	Hours/Shift: 35 Hours

Job Description

The NYC Department of Design and Construction, Division of Infrastructure is seeking Deputy Directors. The selected candidates will update and maintain all reports for the unit (including MMR, KPI) client outstanding issues, construction quarterly reports, commitment plan reports; prepare draft responses for the Commissioners C-track correspondence and follow-up on the issues; assist the Borough Director and/or assume responsibilities for the preparation of documents requested by the Commissioners Office such as Fact Sheets, Project Information summaries, maps and sketches for Borough President consultations; attend Community Board and Town Hall meetings; generate data sheets and scoping sketches for budget consultations; and draft responses on behalf of the Directors, Assistant Commissioners, or Deputy Commissioners for the Commissioners requests. S/he will also represent the Borough Director in his/her absence.

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

Candidates must have strong supervisory experience and excellent verbal and written communication skills and knowledge of the operations, design, and construction of the City's infrastructure system. Knowledge of current and up-to-date engineering methods and standards is preferred.

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 #274516.

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 # 274516.

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

Posting Date: 12/9/2016

Post Until: Filled

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