

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

<b>Civil Service Title:</b> Administrative Project Manager	<b>Level:</b> M5
<b>Title Code No:</b> 83008	<b>Salary:</b> \$82,790/ \$89,283 - \$208,298
<b>Business Title:</b> Executive Director	<b>Work Location:</b> 30-30 Thomson Ave LIC, NY
<b>Division/Work Unit:</b> Infrastructure / Program Administration - Executive	<b>Number of Positions:</b> 1
<b>Job ID:</b> 275294	<b>Hours/Shift:</b> 35 hours

**Job Description**

The selected candidate will serve as the Executive Director for Capital Front End Planning Unit within the Program Administration Division. Primary responsibilities include: overseeing the development, planning, and programming of 150 sewer, water main, roadway, sidewalk, storm management, and plaza capital-funded construction projects valued in excess of \$1.5B. The selected candidate will also supervise five Borough Directors responsible for overseeing the administrative component of an additional 420 projects (valued at approximately \$6B), reviewing and tracking them through the final construction phase; support the Southeast Queens Initiative; and serve as liaison between DDC, oversight agencies, Department of Transportation, Department of Environmental Protection, and other client agencies as it relates to project priorities, scope alignments and compliances, schedules, conflicts and resolutions. The Executive Director will report to the Associate Commissioner of Program Administration and must lead by example to foster the agency's core values of urgency, responsiveness, service, collaboration, and mentorship.

**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**

Preference will be given to candidates with at least 10 years of experience in planning and project management; design experience is a plus.

**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 # 275294.

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 # 275294.

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

**Posting Date:** 12/14/2016

**Post Until:** Filled

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