

Civil Service Title: Architect Intern
Title Code No: 21205
Office Title: Architect Intern

Level: NA
Salary: \$40,078 - \$48,536
Location: Olmsted Ctr., Queens
Number of Positions: TBD

MAJOR RESPONSIBILITIES

- Under direct supervision, performs entry level architectural work in the field and office.
- Assist in the preparation of contract drawings, specifications, cost estimates and estimates of quantities.
- Prepare detailed reports on the progress of architectural projects.
- Assist in analysis of the spatial organization and efficient utilization of sites and structures, or layouts of portions or aspects of architectural plan.

QUALIFICATION REQUIREMENTS

1. Graduation from an accredited college with a Baccalaureate degree in Architecture; or
2. A valid New York State Registration as an Architect.

PREFERRED SKILLS/QUALIFICATIONS

1. Knowledge of Microsoft Word, Excel and AutoCAD.
2. Proficiency in PhotoShop, PowerPoint and 3D Rendering.
3. Excellent writing, communication, interpersonal and organizational skills.
4. Valid New York State driver's license.

To apply, please submit cover letter & resume with JVN # to:

Linda Agnello, Chief of Administrative Services
City of New York/Parks & Recreation
Olmsted Center/Flushing Meadows Corona Park
Flushing, NY 11368
Email: start@parks.nyc.gov
Attention: JVN #: 846-08-EL181

New York City Residency Required

**THE CITY OF NEW YORK
AND
THE CITY OF NEW YORK / PARKS &
RECREATION
ARE EQUAL OPPORTUNITY EMPLOYERS
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Telecommunications Device for the Deaf: (800) 281-5722**

POST DATE: 02/15/08	POST UNTIL: FILLED	JVN: 846/08/EL181
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NOTE: All resumes must be received no later than the last day of the posting period.