

This is an IFA funded position.

Civil Service Title: Associate Project Manager
Title Code No: 22427
Office Title: Borough Landscape Design Director

Level: III
Salary: \$81,000 - \$94,000
Work Location: Olmsted Ctr., Queens
Number of Positions: 1

The New York City Department of Parks and Recreation (DPR) is currently implementing an aggressive capital campaign to build new parks, refurbish existing public spaces, and ensure that every New Yorker Lives within a 10-minute walk of a park or playground. DPR is committed to improving the lives of future generations by expanding and redefining the New York City's treasured green spaces.

MAJOR RESPONSIBILITIES

- Working under the Borough Team Leader, manage a design studio of 10-12 landscape designers. Oversee implementation of the Borough's Capital Design program valued at \$20-\$40 million dollars.
- Assign projects to in-house staff or consultants and schedule completions to meet team targets. Monitor design progress and staff compliance with project milestone dates.
- Direct and supervise Senior Designers and the design process to ensure projects have well thought out designs and remain on schedule and within budget. Coordinate with support units and consultants to prioritize workload and ensure schedules are met.
- Ensure documents are submitted to oversight regulatory agencies to obtain timely approvals. Review graphic and written design documents to ensure documents effectively convey project goals.
- Work with the Borough Commissioner, Maintenance and Operations staff and stakeholders to provide information, input, and assessment of projects.
- Represent the Agency at meetings with outside organizations, community boards, community interest groups and other City and State agencies.
- Prepare analyses for potential future projects, including cost estimates and conceptual designs.
- Use, develop, and/or implement new technologies, procedures, and systems for tracking and reporting on project milestones and budgets.
- Assist with hiring, training, evaluation and administrative oversight of team design personnel.

QUALIFICATION REQUIREMENTS

*** This vacancy is only open to current permanent employees serving in the Associate Project Manager civil service title or on leave from the title.**

This position is exempt from NYC residency requirements.

PREFERRED SKILLS/QUALIFICATIONS

1. At least five years experience in managing design process, projects, contracts and staff which includes experience with interdisciplinary coordination during the design phase.
2. Advanced planning and design skills, with a solid understanding of urban design principles and technical production.
3. LEED Certification and a knowledge of any/all of the following specialized disciplines: ecological restoration, historic preservation, conservation, ADA/universal design concepts, horticulture and urban design.
4. Excellent and effective graphic and written communication, interpersonal and organizational skills.
5. A commitment to teamwork and encouraging professional growth in team members, and an integrated approach to project delivery.
6. A driver license valid in New York State.

City employees: apply through **Employee Self Service (ESS)** under Recruiting Activities and search for **Job ID#96622**

For all other applicants: go to www.nyc.gov/careers and search for **Job ID#96622**

If you do not have access to a computer, please mail your resume and cover letter to:

Personnel - Recruitment
City of New York/Parks & Recreation
24 West 61st Street, 2nd Floor
New York, NY 10023
Attention: **Job ID# 846-12-96622**
Notice to Parks employees – include your ERN on all correspondence.

**THE CITY OF NEW YORK
AND
THE CITY OF NEW YORK / PARKS &
RECREATION
ARE EQUAL OPPORTUNITY EMPLOYERS
M/F/D/V
Telecommunications Device for the Deaf: (212) 504-4115**

POST DATE: 06/22/12	POST UNTIL: 07/13/12*	Job ID: 846/12/96622
---------------------	-----------------------	-----------------------------

NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 07/13/12. Previous applicants to this vacancy do not need to reapply.