

Civil Service Title: Administrative Project Manager
Title Code No: 83008
Office Title: Administrative Project Manager

Level: MI
Salary: \$90,000 - \$100,000
Work Location: Olmsted Ctr., Queens
Number of Positions: 1

MAJOR RESPONSIBILITIES

- Under direction of the Chief of Architecture and Engineering, coordinate the planning, development and execution of projects for the Parks' annual capital program with Architecture, Engineering and Buildings Construction units.
- Supervise and manage filing representatives, specification writers, estimators and other shared staff working across units.
- Manage the "Special Inspection" program to ensure that all capital projects requiring special Department of Buildings inspections have the necessary contracts and resources in place.
- Receive, prioritize and summarize technical documents submitted to the Chief for review or approval. When directed, act as proxy for the Chief in electronic systems such as databases, websites and Agency project management software.
- Represent the Chief at external meetings, which may include making presentations of projects, processes or data.
- Lead monthly meetings with unit heads to identify process improvements and opportunities for increased efficiency. Implement approved procedural changes and ensure follow-through across the units.
- Provide analysis of workload progress to the Chief. Work with the unit directors to provide recommendations for staff assignments.
- Meet weekly with unit managers to prioritize work assignments in line with completion schedules.
- Work with Agency leaders for facilities management and maintenance to ensure close coordination and to prevent duplicate efforts.
- As needed, develop, write and track Requests for Proposals for professional services, construction supervision and inspections.
- Develop and implement integrated procedures, such as specification standards, shop drawing review procedures and change order reviews, across Architecture, Engineering and Building Construction units.

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.

This position is exempt from NYC residency requirements.

PREFERRED SKILLS/QUALIFICATIONS

1. Excellent interpersonal and communication skills, including public speaking and experience in translating between technical and non-technical stakeholders.
2. Ten years of full-time experience in project management of large and/or complex projects. Demonstrated ability to multitask in a fast-paced environment, prioritize among competing needs, manage multiple projects at the same time and respond quickly to requests for information.
3. Strong general management skills, including the ability to listen to and motivate staff.
4. Experience with the New York City design, procurement and construction process.
5. Registered Architect or Engineer.
6. Driver license valid in New York State.

City Employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 217070**

Include your ERN # on all correspondence.

For all other applicants:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 217070**

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POST DATE: 02/12/16	POST UNTIL: FILLED*	Job ID#: 217070
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*Posting period extended. Previous applicants to this vacancy are still under consideration and do not need to reapply.