

**City of New York
DEPT OF ENVIRONMENT PROTECTION**

Citywide Job Vacancy Notice

Civil Service Title: Community Coordinator	Level: N/A	
Title Code No: 56058	Salary: \$45,615 / \$52,457 - \$70,810	
Office Title: Public Design Commission Liaison	Work Location: 59-17 Junction Blvd., 19 th Floor	
Division/Work Unit: Bureau of Communications & Intergovernmental Affairs	Number of Positions: 1	
Hours/Shift: 35 Hours/Day		
Job Description		
<p>DEP's Public Design Commission Liaison will serve as the primary contact among various stakeholders involved with a construction project, including but not limited to DEP's project managers, architects, consultants and the Design Commission itself. The selected candidate will be responsible for tracking and maintaining records on all DEP projects that must obtain Design Commission approval and for following through on Design Commission suggestions. The liaison will meet regularly with all project personnel to review the proposed design, review the presentation to certify that it fulfills all Design Commission criteria, work with Design Commission staff to address any questions that arise during the review process and meet with the Design Commission to review changes to the design. The liaison will attend Design Commission meetings where DEP projects will be presented.</p>		
Qualification Requirements		
<p>1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in the area related to the duties described above; <i>or</i> 2. High School graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; <i>or</i> 3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" <i>above</i>.</p>		
Essential Skills		
Familiarity with construction or architectural drawings. Strong written & verbal communication skills and well organized.		
To Apply:		
<p>Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume. The JVN# is located at the lower right CORNER of this page. NYC Department of Environmental Protection Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108 OR Via E-mail, please submit your resume in Adobe PDF or Microsoft Word placing the JVN# on the upper right corner of your resume as well as in the subject line to: Recruit@dep.nyc.gov</p>		
<p>For more information about DEP, visit us at: www.nyc.gov/dep NYC Residency is required within 90 days of appointment Appointments are subject to OMB approval</p>		
Post Date: 11/02/2009	Post Until: 11/16/2009	JVN: 826-10-7084-CIA

The City of New York is an Equal Opportunity Employer