

**City of New York**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Citywide Job Vacancy Notice**

<b>Civil Service Title:</b> Administrative Project Manager	<b>Level:</b> M1
<b>Title Code No:</b> 83008	<b>Annual Salary:</b> \$49,492 / \$53,373 - \$136,198
<b>Office Title:</b> Strategic Advisor	<b>Work Location:</b> 59-17 Junction Blvd., Flushing, NY
<b>Division/Work Unit:</b> Environmental Planning & Analysis/Sustainability	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours per Week/Day	<b>Agency Tracking #:</b> N/A

**Job Description**

Under the direction of the Deputy Commissioner of Sustainability, the Strategic Advisor will help shape and manage the development of major policy issues, strategic initiatives, programs and projects related to drinking water supply, wastewater, stormwater, hazardous waste, air, noise, asbestos, climate change and environmental planning. The selected candidate will assist in managing (1) the Office of Green Infrastructure, which is tasked with controlling stormwater on ten percent of impervious surfaces in combined sewer areas using green infrastructure by the year 2030; (2) the Bureau of Environmental Planning & Analysis, which is responsible for developing the City's long term strategy to improve water quality (including 11 Long Term Control Plans and an Municipal Separate Storm Sewer System (MS4) program), water quality modeling, watershed planning, environmental review, water conservation initiatives, developing and implementing a climate change strategy, undertaking ecological restoration activities, and hazardous waste issues, including investigating and responding to two complex Superfund sites; and (3) the Bureau of Environmental Compliance, which is responsible for legislation, policy, and enforcement of the Air, Noise, and Asbestos Codes of NYC.

In addition, the selected candidate will work closely with the Deputy Commissioner and other executive staff to plan and manage DEP policies and strategic initiatives; research, track, analyze, and report on a broad range of diverse regulatory and policy matters potentially affecting DEP; assist in the collection of required information and data; draft and review comments, testimony, whitepapers, presentations, studies, and other policy documents; and develop and implement stakeholder strategies on a variety of significant issues to ensure their successful development, adoption and implementation. These responsibilities will entail significant internal coordination across the agency bureaus and external coordination with other city, state and federal agencies.

**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.

**Essential Skills**

Experience working in one or a combination of the following: (a) working in complex institutional environments, including organized stakeholder groups, environmental and consumer groups, regulatory agencies, governmental bodies or with elected officials (city councils, county government, port districts, state legislatures, etc.); (b) policy development and analysis experience. Demonstration of sound judgment and an ability to be self-directed and work in a dynamic environment with shifting subject matter; proven ability to synthesize and articulate complex issues cutting across multiple disciplines; well-developed interpersonal and strong communication skills, including excellent writing, speaking and briefing skills; ability to use Word, Excel, and PowerPoint.

**To Apply:**

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

For more information about DEP, visit us at: [www.nyc.gov/dep](http://www.nyc.gov/dep)

Appointments are subject to OMB approval.

<b>Post Date:</b> 5/7/2012	<b>Post Until:</b> 5/21/2012	<b>JVN:</b> 826-12-100910-EPA
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