

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

Civil Service Title: Administrative Staff Analyst (NM)	Level: N/A
Title Code No: 1002A	Annual Salary: \$56,937 / \$56,937 - \$88,649
Office Title: Program Manager	Work Location: 96-05 Horace Harding Expwy., Corona, NY
Division/Work Unit: Engineering Design & Construction/Permit Resource Division	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

The Project Manager will lead regulatory compliance planning and environmental assessment development programs for BEDC's Permit Resource Division (PRD). Additional duties include In House Design (IHD) and Bureau of Water Supply (BWS) liaison/coordination, permit application reviews, regulatory agency liaison, and PRD procedure and tool maintenance and development. Under managerial or executive direction, generally with a high degree of latitude for independent initiative, judgment, and decision, the selected candidate will manage difficult and responsible professional organizational research work in the conduct of highly difficult and complex surveys and studies of organizational and operation problems, mainly related to permitting, environmental reviews, and regulatory research. Research activities and studies include quantitative, statistical, and cost analyses, as well as review of design and construction documents and plans, regulatory guidance documents, and source regulations. The result of these activities will be detailed recommendations to executive management to obtain optimum efficiency in the utilization of resources to identify, acquire, and obtain permits and conduct environmental reviews; determine the need for contractual services and works with the project teams to define the scope of such services, and to select and evaluate appropriate vendors, candidate will serves and as deputy to PRD senior staff in organizational research activities related to identifying, acquiring, and obtaining permits and conducting environmental reviews; plan and manage the activities of one or more units employing professional and other staff engaged in related research activities and coordinate their activities with those of other major units (e.g., project teams, consultants, regulatory agencies, DEP bureaus); establish and maintains cooperative relationships with executive personnel in the City and governmental agencies concerning problems and activities in permitting and environmental review related organizational research analysis; and perform assignments equivalent to those described.

Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; *or*
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Essential Skills

N/A

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

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

Post Date: 5/11/2012

Post Until: 5/24/2012

JVN: 826-12-101037-EDC