

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

Civil Service Title: Principal Administrative Associate	Level: 03
Title Code No: 10124	Annual Salary: \$49,488 / \$56,911 - \$75,630
Office Title: Program Management Office Deputy Chief	Work Location: 96-05 Horace Harding Expwy, 3 rd Floor
Division/Work Unit: Bureau of Water & Sewer Operations/Analysis Section	Number of Positions: 1
Hours/Shift: 35 Hours per week/Day	Agency Tracking #: N/A

Job Description

Working in the Bureau of Water and Sewer Operations Management Services Division, Analysis Section, with wide latitude for independent judgment, the selected candidate will serve as the Program Management Office Deputy Chief. Working with Bureau leadership, the candidate will be responsible for the implementation of a strategic planning framework both to meet established Bureau goals and to implement additional operational goals that support the Bureaus mission; will analysis and make enhancements to existing management systems, identify new metrics, trend analysis and program risk management to ensure goals are met; will make recommendations aimed at continually enhancing efficiency and proposing any new actions needed to meet operational goals; manage the programmatic roll out of a comprehensive inventory of standard operating procedures throughout the Bureau including development of written procedures, identification of appropriate training requirements and compliance tracking mechanisms; and manage and supervise staff engaged in the development and codification of procedures for different operational, administrative and management functions is also required.

Qualification Requirements

1. A baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; *or*
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in "1" above; *or*
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in "1" above; *or*
4. Education and/or experience which is equivalent to "1" "2" or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 1/2 years.

Important Note: Open to all employees permanently employed in the civil service title Principal Administrative Associate.

Essential Skills

The selected candidate should have a background in economics, water utility management, public administration, management science or a related field. Strong oral and written communication skills are required. Extensive computer skills including MS Excel, Access, GIS, Hansen and/ or crystal reporting are a plus.

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: 08/15/2011	Post Until: Filled	JVN: 826-12-88592-WSO
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The City of New York is an Equal Opportunity Employer