

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

Civil Service Title: Administrative Project Manager	Level: M2
Title Code No: 83008	Salary: Commensurate with experience
Office Title: Senior Director of Technical Review & Analysis	Work Location: 59-17 Junction Blvd., Flushing, NY
Division/Work Unit: Environmental Planning & Analysis/Executive	Number of Positions: 1
Hours/Shift: 35 Hours per week	Agency Tracking #: N/A

Job Description

Under the direction of the Deputy Commissioner, the selected candidate will serve as Senior Director of Technical Review & Analysis for the Bureau of Environmental Planning and Analysis (BEPA). As Senior Director, the candidate must demonstrate capacity for strategic planning and complex analysis of a large and diverse set of projects for a major urban water utility. The Senior Director will manage projects and programs related to the agency's large capital budget by providing City Environmental Quality Review involved in infrastructure analysis and evaluate other city agency sponsored development projects including waterfront planning and rezoning initiatives; will oversee Combined Sewer Overflow Long Term Control Plans including providing analytical support for the Green Infrastructure Plan; Municipal Separate Storm Sewer System (MS4) permitting and water quality policy making; provide water and sewer rate analysis initiatives such as programs related to new city, state and federal regulations and programs; review new federal and state air regulations for applicability to DEP and NYC; and manage bureaus administrative functions including personnel, budget, procurement and training.

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

The selected candidate should have the ability to strategize, coordinate and direct the planning and design initiatives of the Department for environmental impact considerations and procedures, clearly articulate DEPs positions in public forums. Demonstrate effective managerial skills, display a readiness and capacity for identifying critical paths to project completion to ensure compliance with budget and fiscal processes and capital planning commitments, and command proficient knowledge of the Rules and Procedures of the State Environmental Quality Review Act (SEQRA) as set forth in 6NYCRR Part 617 and the City Environmental Quality Review (CEQR) process as set forth in Executive Order 91 of 1977 and its amendments.

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

Appointments are subject to OMB approval.

Post Date: 08/15/2011

Post Until: 08/29/2011

JVN: 826-12-90345-EPA

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