

**City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

Citywide Job Vacancy Notice

Civil Service Title: Project Manger	Level: N/A
Title Code No: 22426	Annual Salary: \$48,126 / \$55,345 - \$72,212
Office Title: Project Manager	Work Location: 59-17 Junction Blvd., Flushing, NY 11373
Division/Work Unit: Sustainability/Office of Green Infrastructure	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

Under supervision of the Director of Green Infrastructure Partnerships within the Office of Green Infrastructure, the selected candidate will be responsible for managing and prioritizing a diverse workload pursuant to the implementation of the NYC Green Infrastructure Plan and the Green Infrastructure Program. With support and oversight, the selected candidate will be responsible for conducting GIS mapping and analyses to verify potential sites for green infrastructure projects; managing the tracking and database systems for all projects including frequent status reporting; assisting in the development and coordination of research projects; providing oversight for various green infrastructure maintenance agreements; providing support for project management on program contracts; and supporting the Green Infrastructure Grant Program administration. The position will require making presentations to and coordinating with other DEP Bureaus, City agencies, and local stakeholder and community organizations.

Qualification Requirements

1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and one year of full-time satisfactory experience in project management work, such as planning, administering, managing, coordinating, providing status for projects under construction, updating or expediting, for engineering and/or architectural and/or landscape architectural projects; *or*
2. A four year high school diploma or its educational equivalent and five years of experience as described in "1" above; *or*
3. A four year high school diploma or its educational equivalent plus any combination of the experience and/or college education as described in "1" above to make up the equivalent of five years of education and experience. One year of credit will be given for each 30 semester credits of college education leading to a baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration.

Experience which is primarily is of a design nature is not acceptable towards meeting the minimum requirements.

Essential Skills

Computer skills: MS Office is required. Strong oral and written communication skills are required, including experience in public speaking and presenting. ArcGIS skills are strongly preferred. Adobe Suite and/or rendering skills are encouraged.

Potential candidates should be able to articulate basic concepts of stormwater drainage/runoff, water pollution concerns related to combined sewer overflow, and/or source controls as a stormwater management tool in public forums. Experience working in New York City is a plus but not required.

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: 03/19/2012

Post Until: 04/02/2012

JVN: 826-12-99209-GI

The City of New York is an Equal Opportunity Employer