CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE

Civil Service Title:	Community Coordinator	Salary:	$47,703 - $74,049* $54,858 - $74,049**
Title Code:	56058	Number of Positions:	1
Office Title:	Community Coordinator	Work Location:	2 Lafayette Street, NYC
Division/Work Unit:	Community Services/Facilities Management		

Job Description

- Manage CDBG and City Capital design and construction projects from initial preparation of bid documents and registration of funds, through analysis of Building and Fire code compliance, negotiation of change orders and final sign offs.
- Perform site surveys and feasibility studies for existing and new sites in terms of space, Zoning, Buildings and Fire codes, HVAC and ADA requirements. Prepare technical reports, architectural CAD drawings and cost estimates.
- Monitor landlord compliance with City leases in terms of code and senior safety. Diligently enforce lease provisions. Work with programs to obtain Certificates of Correction for Buildings and Fire Code violations.
- Process lease renewal documentation and monitor lease renewal process. Prepare ULURPs and provide testimony for public hearings. Specify space, code and equipment requirements and develop scopes of work. Monitor landlord construction.
- Coordinate communication between landlords, sponsors, consultants, construction contractors, other City agencies and DFTA personnel.
- Use advanced skills in word processing, spreadsheets and other windows software to keep files current, maintain databases and prepare reports as needed by executive staff, OMB and HUD

*Non-City rate.
**City incumbent rate.

Minimum Qualifications

A baccalaureate degree and two years experience in community work or community centered activities in an area related to the duties described above, or a high school diploma or equivalent and six years of experience, or equivalent in experience and education.

Preferred Skills

A valid New York State Registration as an Architect and four years of full-time architectural experience. Must be able to prepare detailed scopes of work for bidding, manage and inspect construction work, and read and review project plans and specifications. Must have excellent knowledge of Buildings and Fire codes. Ability to communicate effectively verbally and in writing. Familiarity with computer software listed.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

All current City Employees may apply by going to Employee Self Service (ESS) http://cityshare.nycnet/ess
Click on Recruiting Activities/Careers and Search for Job ID #168786

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#168786

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **September 19, 2014**	Post Until: **September 26, 2014**	JVN No. **125-15-12-CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER