

City of New York
DEPARTMENT OF BUILDINGS
Job Vacancy Notice

Civil Service Title: Administrative Manager M-3	Office Title: Executive Director, Development Inspections
Title Code No: 10025	Salary: Commensurate with experience
Division/Work Unit: To Be Determined	Work location: To Be Determined
Hours/Shift: 35 Hours (Minimum)	Number of Positions: 1

Job Description

The NYC Department of Buildings is responsible for ensuring the safe and lawful use of buildings and properties by enforcing the NYC Construction Codes, Energy Code and Zoning Resolution. We facilitate compliant development with integrity, efficiency and professionalism. We are committed to becoming a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. We are committed to improving our performance and developing procedures that are streamlined, understandable and transparent.

The selected candidate will be responsible for, but not limited to the following:

- Assist the Deputy Commissioner of Development and the Executive Director of the Development Center with supervising and directing all administrative components of the plan review process from job filing to job approval.
- Track follow-up required for job approval to ensure service level targets are met.
- Interact with applicants and plan review team to determine how the plan review process can be improved.
- Implement efficiencies in the plan review process including measurement criteria to assess effectiveness.
- Communicate process changes and service levels to applicants.
- Determine when and how interagency requirements impact Department job approval and expedite these processes.
- Serve as the liaison between the Department and other agencies to satisfy the job requirements.
- Encourage and create an atmosphere that supports positive applicant experience from job filing to job approval.
- Additional responsibilities as required.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

Essential Skills

- Extensive knowledge of the NYC Building Code and Zoning Resolution.
- Excellent written and verbal communication skills.
- Computer proficiency, including working knowledge of Windows, Microsoft Word and Excel.

To Apply

For more information, please visit the DOB website at www.nyc.gov/buildings.

In order to receive proper consideration for this position, please submit your resume and cover letter in confidence indicating **JVN# 810-2012-98265** by the date below.

Preferred Method: Email resume and cover letter to: Recruit@buildings.nyc.gov. Indicate the JVN# in the subject line of the email.

Please review your resume to ensure it clearly indicates that you meet all of the qualifications required for the position posted. Resumes that don't clearly show this information will not be forwarded to the hiring manager for consideration. While we appreciate every applicant's interest, only those under consideration by the hiring manager will be contacted.

No phone calls please.

Post Date: February 2, 2012	Post Until: Filled	JVN: 810-2012-98265
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