**Job Posting Notice**

**Civil Service Title:** ADM MANAGER-NON-MGRL FRM M1/M2  
**Level:** 00  
**Title Code No:** 1002C  
**Salary:** $49,492.00-$83,000.00  
**Business Title:** Project Advocate  
**Work Location:** 80 Centre St., N.Y.  
**Division/Work Unit:** Development Plan Exam  
**Number of Positions:** 2  
**Job ID:** 206499  
**Hours/Shift:** 35 hours minimum

### Job Description

Job Description for Project Advocate Affordable Housing Unit Reporting to the Chief Plan Examiner; duties will include, but are not limited to:

- Serving as the customer service liaison for a group of applicants and coordinating an effort to deliver Development projects from Initial application through Certificate of Occupancies (C of O) in a timely fashion.
- Being a single point of contact for Development projects and coordinator with other Agencies.
- Preparing and maintaining reports as to status of plan exam, inspections or certificate of occupancy for Development projects.
- Attending public forums and other meetings relating to DOB issues.
- Conducting periodic meetings with large scale project developers to discuss project status.

### Minimum 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.

### Additional Information

ONLY THOSE SERVING PERMANENTLY IN THE TITLE OF ADMINISTRATIVE MANAGER OR THOSE WHO CAN PROVIDE PROOF OF TAKING THE ADMINISTRATIVE MANAGER CIVIL SERVICE EXAM WILL BE CONSIDERED.

### Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For Non-City/External Candidates: Visit the [www.nyc.gov/jobs/search](http://www.nyc.gov/jobs/search) and search for the specific Job ID #.

For Current City Employees: Visit [www.nyc.gov/ess](http://www.nyc.gov/ess) to view and apply for available positions. Click on Recruiting Activities, Careers, and search for the specific Job ID #.

No phone calls, faxes or personal inquiries permitted.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

**Posting Date:** 08/12/2015  
**Post Until:** Filled

The City of New York is an Equal Opportunity Employer