City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Administrative Architect	**Level:** MI
Title Code No: 10004	**Salary:** $105,000/$105,000-$130,000 **Frequency: ANNUAL**
Business Title: Director of Design Unit	**Work Location:** 75-20 Astoria Blvd, East Elmhurst, New York 11370
Division/Work Unit: Capital Policy & Development	**Number of Positions:** 1
Job ID: 172054	**Hours/Shift:** Day Tour

Job Description

Under the general direction of the Assistant Commissioner of Capital Policy and Development, the selected candidate will serve as Director of Design Unit. The recruited candidate will manage design staff and operations for the preparation of feasibility studies, new construction and renovation scope documents, preliminary design, contract drawings and specifications, project cost estimates and project schedule. Also review and supervise development of the documents when prepared by the consultants. Develop and/or supervise the designs for a new construction, remodeling, upgrade or repairs of correctional facilities and support buildings including interpretative detail sketches and layouts of intricate or fundamental portions in connection with all architectural projects.

The selected candidate shall also be responsible to manage the Design Unit staff and the operation for completing projects designs from start to construction completion including preparing project scope of work, project programs, project budget, project schedules and the justifications for funding requests. Also, prepare requests for proposals for consultants, contractors, construction managers and related procurements, review and supervise consultant contracts, review and supervise work of outside consultants, and contractors, prepare designs contracts and submission of procurement documents to Central Office of Procurements, perform timely follow-ups and co-ordinate within DOC units, consultants and oversights to ensure timely and successful completion of projects, prepare task orders, review payments, change orders and related justifications, supervise and coordinate the design team and their assignments, may be required to sign and seal architectural and other official documents.

Special Working Conditions

The selected candidate shall visit DOC facilities, including support buildings for gathering existing condition data, developing new design scope and attend to design issues during design and construction phases.

Minimum Qualification Requirements

A valid New York State Registration as an Architect is required. In addition, candidates must have six (6) years of full-time paid experience in architectural work, at least two (2) years of which shall have been as an administrative architect.

Preferred Skills

Candidates with a minimum of ten (10) years full-time paid experience in architectural work which include supervisory experience is preferred. A master's degree in architecture from an accredited college or university will be accepted as equivalent to one year of full-time architectural experience. Familiarity with NYC Building Code(s) and current ADA Standards for Accessible Design and LEED Certification or a strong knowledge of sustainable and universal design principles is a plus. Strong skills in AutoCAD, Photoshop, PowerPoint and strong knowledge of MS Excel and MS Word are essential for preparing technical reports.

Residency Requirement

New York City Residency is not required for this position

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#172054.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#172054.

Attention: Floretha Bryant

Submission of a resume is not a guarantee that you will receive an interview.
Only those candidates under consideration will be contacted.

Posting Date: 10/23/2014	**Post Until:** 11/12/2014

The City of New York is an Equal Opportunity Employer