

**City of New York  
DEPARTMENT OF CORRECTION  
Job Posting Notice**

<b>Civil Service Title:</b> Administrative Project Manager	<b>Level:</b> MI
<b>Title Code No:</b> 83008	<b>Salary:</b> \$95,000.00/\$95,000.00-\$105,000.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Senior Architectural Design Project Manager	<b>Work Location:</b> 75-20 Astoria Blvd, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Capital Policy & Development	<b>Number of Positions:</b> 1
<b>Job ID:</b> 177931	<b>Hours/Shift:</b> Day Tour
<b>Job Description</b>	
<p>Under the general direction of the Director of the Design Unit, the selected candidate will prepare feasibility studies, prepare construction and renovation scope document, cost estimate, project schedule and/or supervise the preparation of drawings, specifications, cost estimates and related contract documents. Prepare or supervise the designs for a new construction, remodeling, upgrade or repairs of correctional facilities and support buildings.</p> <p>The selected candidate shall also be responsible for managing projects from design start to construction completion including preparing project scope of work, project programs, project budget justifications, 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, contractors 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 and design process.</p> <p><u>Special Working Conditions</u> 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.</p>	
<b>Minimum Qualification Requirements</b>	
<p>1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and five years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project, two years of which must have been in an administrative, managerial, executive or supervisory capacity; or</p> <p>2. A four year high school diploma or its educational equivalent and nine years of experience as described in "1" above; two years of which must have been in an administrative, managerial, executive or supervisory capacity; or</p> <p>3. Education and/or experience equivalent to "1" or "2" above. An accredited Master's degree in one of the disciplines described in "1" above, a law degree, or a valid New York State license as a Professional Engineer or Registered Architect or Landscape Architect may be substituted for one year of the required experience. However, all candidates must have the two years of the administrative, managerial, executive or supervisory experience as described in "1" above.</p>	
<b>Preferred Skills</b>	
Proficiency in AutoCAD, Photoshop, PowerPoint and strong knowledge of MS Excel and MS Word are essential for preparing technical reports. 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.	
<b>Residency Requirement</b>	
New York City Residency is not required for this position	
<b>To Apply</b>	
<p><b>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a>. Click on Recruiting Activities &gt; Careers and search for Job ID#177931</b></p> <p><b>For all other applicants: Go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID#177931</b></p> <p><b>Attention: Floretha Bryant</b></p> <p><b>Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</b></p>	
<b>Posting Date:</b> 12/09/2014	<b>Post Until:</b> 12/23/2014

**The City of New York is an Equal Opportunity Employer**