



**Landmarks  
Preservation  
Commission**

**1 Centre Street  
9th Floor North  
New York, NY 10007**

**Voice (212)-669-7700  
Fax (212)-669-7960  
<http://nyc.gov/landmarks>**

**Job Vacancy Notice 136-2015-185131**

<b>Civil Service Title: ADMINISTRATIVE STAFF ANALYST</b>	<b>Level: M3</b>
<b>Title Code No: M 10026</b>	<b>Salary: \$90,000 to \$105,000, commensurate with experience</b>
<b>Office Title: DIRECTOR OF SPECIAL PROJECTS AND STRATEGIC PLANNING</b>	<b>Work location: 1 Centre Street, 9<sup>th</sup> Floor, New York, NY 10007</b>

The Landmarks Preservation Commission is the New York City agency that is responsible for identifying and designating the City's landmarks and the buildings in the City's historic districts. The Commission also regulates changes to designated buildings.

**Job Description**

Under the supervision of the Chair and the Executive Director, with latitude for independent initiative and independent judgment, the selected candidate will be responsible for managing special projects related to strategic planning, public outreach, research and surveys. Duties will include, but will not be limited to, coordinating and supervising the survey, research and regulatory work of the Research, Archeology and Environmental Review Departments, managing special research projects, analyzing data and executing planning exercises related to high level agency and interagency projects and delivering final products to the Chair and Executive Director, and representing the Commission in interagency and legislative affairs, community meetings and events at professional organizations.

**MINIMUM QUALIFICATION REQUIREMENTS**

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

**Preferred Qualifications:** The preferred candidate will have a demonstrated interest in the field of historic preservation, architecture, urban planning or a related field and will possess knowledge of the city's historic built environment, preservation practices and the Commission's research and regulatory work. The preferred candidate will have significant managerial, project management, and presentation experience, an ability to work independently, excellent communication skills, strong organizational skills with an ability to strategically prioritize tasks, expertise and experience handling sensitive and controversial issues, experience managing multiple assignments in short timeframes and delivering high-quality results, and a demonstrable record of leadership and creative problem solving.

**The Landmarks Preservation Commission will only respond to qualified candidates.**

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

Please submit resume and cover letter to:  NYC Careers at <a href="https://a127-jobs.nyc.gov/">https://a127-jobs.nyc.gov/</a>  City employees must apply via Employee Self Service, under Recruiting Activities/Careers/136-2015-185131  While we appreciate every applicant's interest, only those under consideration will be contacted.	<b>NO PHONE CALLS</b>  <b>APPOINTMENTS ARE SUBJECT TO OVERSIGHT AND BUDGET APPROVAL.</b>  If you were educated in a foreign school, you must submit an evaluation of your foreign education from an approved organization.
<b>Post Date:</b> February 26, 2015	<b>Post Until:</b> March 13, 2015