



DEPT OF ENVIRONMENT PROTECTION  
Job Posting Notice

## Environmental Protection

<b>Job ID:</b>	196742	<b># of Positions:</b>	1
<b>Business Title:</b>	Deputy Director/Housing Recovery Implementation		
<b>Civil Service Title:</b>	ADMINISTRATIVE PROJECT MANAGER		
<b>Title Code No:</b>	83008	<b>Level:</b>	M3
<b>Proposed Salary Range:</b>	\$ 63,519.00 - \$169,427.00 (Annual)		
<b>Work Location:</b>	250 Broadway, N.Y.		
<b>Division/Work Unit:</b>	Sandy HRO Administration		

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### Job Description

The Federal government administers the Community Development Block Grant Program (CDBG) to provide communities with resources that address a wide range of needs. These funds are designed to assist cities, counties and states recover from disasters. The mission of the Housing Recovery Office (HRO) is to return Sandy-impacted residents in New York City to permanent, safe and sustainable housing.

Reporting directly to the HRO Director, with wide latitude for independent judgment, the Deputy Director/Housing Recovery Implementation will oversee and coordinate all design and construction projects for the Build It Back Program across multiple contractors, consultants, and agencies. S/he will manage these various workstreams to work collaboratively and maintain a high quality of communication between all project participants in order to meet program production goals and deliverables, and optimize opportunities for the strategic redevelopment pipeline.

In addition, the selected candidate will coordinate and manage project budgets, schedules, and homeowner assignments and serve as the lead manager responsible for coordinating the transfer of projects and homeowners between multiple agencies, consultants, and contractors. S/he will also be responsible for developing an integrated approach for coordinating with responsible agencies and oversee design standards across programs to ensure that Build it Back projects meet program/project construction management objectives, and comply with HUD/CDBG-DR rules, HRO policies, procedures, SOPs and performance standards. Moreover, s/he will monitor regulatory compliance, coordinate regulatory approvals, and streamline regulatory processes across multiple contractors, consultants, and agencies.

The Deputy Director will also direct all activities related to HRO's Land Use and Resilient Neighborhoods team by working closely with key public and private stakeholders to resolve land use and environmental issues that may pose as barriers to timely Build it Back reconstruction. The selected candidate will manage HRO's resiliency planning projects involving special constructability issues, coordinate citywide initiatives, handle special neighborhood-based planning, and work with various other units and technical committees to promote best practices across Build it Back programs. S/he will develop implementation strategies in collaboration with other City agencies, such as Housing Preservation and Development (HPD), the Department of City Planning (DCP), Department of Design and Construction (DDC), State agencies, for- and non-profit housing and community developers, Community Boards and local organizations, public officials, and neighborhood residents.

### Minimum Qual Requirements

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
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
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.

### Preferred Skills

1. Experience working on federally funded HUD/CDBG-DR projects.
2. 5-10 years of experience in project planning and management in an engineering/construction environment.
3. 5-10 years prior experience and knowledge of community-based planning and neighborhood development issues.
4. Thorough knowledge of zoning, land use planning, and urban renewal requirements.
5. Successful experience working with community boards, civic associations, and neighborhood groups.
6. Candidates with a Masters degree in urban planning/policy, urban design/architecture or related field are strongly preferred.
7. Ability to work independently, problem solve, take initiative, and work collaboratively and effectively with others.
8. Excellent oral, writing, and public speaking skills.
9. Demonstrated ability to meet deadlines and manage multiple projects in a timely manner.

**Additional Information**

**\*\*This is a long-term temporary grant funded position with an estimated duration of up to 18 months.\*\***

**To Apply**

To apply click "Apply Now"

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**Residency Requirement**

New York City Residency is not required for this position

**POSTING** 06/11/2015  
**DATE:**

**POST UNTIL:** 06/24/2015