



DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

**Environmental
Protection**

Job ID: 242399 **# of Positions:** 1
Business Title: Project Manager – Case Management System Closeout
Civil Service Title: ADMINISTRATIVE PROJECT MANAGER
Title Code No: 8300B **Level:** 00
Proposed Salary Range: \$ 48,535.00 - \$134,433.00 (Annual)
Work Location: 250 Broadway, N.Y.
Division/Work Unit: Sandy HRO Administration

[Return to Previous Page](#)

[Switch to Internal View](#)

Job Description

This is a long-term temporary grant funded position with an estimated duration of up to two (2) years.

The New York City (NYC) Build It Back Program (BiB) provides assistance to New York City property owners whose properties were damaged by Hurricane Sandy. The Program is designed to assist owners of one to four unit residential properties seeking Repair, Reconstruction, Reimbursement, or Acquisition assistance. The Program uses a SharePoint database called the Case Management System (CMS) to manage the programs extensive application and grant process. The mission of Housing Recovery Operations (HRO)'s Compliance Unit is to independently validate through audit and review that executed processes within HRO are in alignment with its internal policies and procedures/ SOPs and to ensure that all applicable state and federal regulations, including but not limited to Housing and Urban Development (HUD) regulations relating to Community Development Block Grant Disaster-Recovery (CDBG-DR) funds are being followed.

List of Key Responsibilities:

- Manages all phases of the applicant closeout process for the NYC Build it Back program' which includes but is not limited to benefit delivery, post grant activities, compliance resolution and draw reconciliation.
- Plan, budget, oversee and document all aspects of the CMS closeout, ensuring that project documentation is complete.
- Monitors, measures and communicates with Deputy Director and other stakeholders on status of specific projects and assignments.
- Monitors and communicates project status to project team. Plans and monitors project budget, conducts research and analysis; provides input into the design and development of close-out plans and timelines.
- Manages project risk; uses quality tools to identify areas of risk; identifies alternatives or solutions.
- Identifies, tracks, and works with others to resolve project issues.
- Identifies and assigns appropriate resources to accomplish various project tasks; guides and coaches team members through various stages of the project.
- Ensuring that all relevant processes are followed on projects.
- Administering the allocation of jobs on the project.
- Managing project personnel to achieve project objectives.
- Regularly reviews and analyses the project scope.

- Identifying project risks.

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

- Knowledge and awareness of Project Management principles, documents and plans
- Prior experience with SharePoint databases
- Good facilitation and analytical skills
- Ability to deliver results on time, on budget, and to the very highest standards
- Ability to quickly gain the technical, behavioral and contextual elements of the close-out project
- Action and result oriented
- Ability to build strong relationships with people at all levels
- A willingness to see things through to the end
- A team player who is comfortable working with other professionals
- Ability to influence people at all levels
- Ability to work efficiently under pressure and to tight deadlines
- Willingness to take on project ownership and accountability
- PMP Certification is a plus

Additional Information

This is a long-term temporary grant funded position with an estimated duration of up to two (2) years.

To Apply

To Apply click "Apply Now"

NYC DEP is an Equal Opportunity Employer

Residency Requirement

New York City Residency is not required for this position

POSTING 06/08/2016
DATE:

POST UNTIL: 06/21/2016