

**City of New York**  
**HOUSING PRESERVATION & DVLPMNT**  
**Job Posting Notice**

<b>Civil Service Title:</b> ADMINISTRATIVE STAFF ANALYST (	<b>Level:</b> 00
<b>Title Code No:</b> 1002A	<b>Salary:</b> \$61,031.00-\$65,000.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Project Manager, Multifamily Storm Recovery and Resiliency Program	<b>Work Location:</b> 100 Gold Street
<b>Division/Work Unit:</b> Sandy Recovery	<b>Number of Positions:</b> 1
<b>Job ID:</b> 240797	<b>Hours/Shift:</b>

**Job Description**

The Division of Storm Recovery seeks a Project Manager for the Multifamily Storm Recovery & Resiliency Program. In New York City, it is estimated that more than 60,000 residential units were damaged by Hurricane Sandy. New York City's Build it Back Program provides reconstruction, rehabilitation, and reimbursement assistance to all Build it Back-registered residential buildings impacted by Hurricane Sandy, from single family homes to high-density multifamily housing, as well as rental assistance to displaced low-income tenants. The Federal government has allocated \$4.22 billion in Community Development Block Grant - Disaster Recovery (CDBG-DR) funds to the City, of which \$2.34 billion has been allocated for housing recovery. The Multifamily Storm Recovery Lending Program (MF Storm Recovery) provides CDBG-DR funds to reimburse owners for completed repairs, repair any remaining Sandy damage, and complete resiliency improvements on targeted developments. The Multifamily Storm Recovery Lending Program includes a broad group of more than 500 projects, which include rental buildings, condominium developments, and cooperatives that were damaged by the Storm. Projects range in size from individual condo/coop units to developments with 5 to 1,500 or more units. As part of the Program, staff conduct project management, create budgets, assist with creation and execution of legal documents, seek necessary permits and approvals, and play a central role on moving applicants through the entire assistance process. Program staff work with other City, State and Federal agencies, including the City's Office of Housing Recovery Operations (HRO), Department of Buildings (DOB), the Office of Recovery and Resiliency (ORR), and U.S. Office of Housing and Urban Development (HUD) to ensure compliance with Federal, state and city regulations prior to funding. During construction, HPD will monitor projects to ensure quality assurance, compliance with all regulatory requirements including but not limited to prevailing wage requirements (where applicable), and timely construction, in accordance to schedules and expectations. Under the supervision of the Director of the Multifamily Storm Recovery Lending Program, the Project Manager will be responsible for managing individual projects from predevelopment to the closing on financing, throughout construction administration and the completion of construction. The Project Manager may also be asked to assist with programmatic functions, including but not limited to policy development, process flow and operations, analytical review, and communications. The Project Manager will be responsible for managing the intake, assessment, and budget review of projects receiving CDBG-DR funds, ensuring that all due diligence is met in advance of loan closings, and track regulatory compliance during construction. This will entail coordination with the applicant, the Programs external partners/contractors and HPDs internal divisions, such as Legal, Construction Monitoring, Scoping, Cost Estimating, Labor Monitoring, and Budget. The Project Manager will also review and track individual project budgets from initial estimates to final budget at closing. Primary responsibilities will include but will not be limited to: Evaluating projects for compliance and eligibility during the predevelopment phase; Reviewing legal documents and coordinating loan closings with HPD Legal; Ensuring timely processing of applications to meet Program deadlines; Performing budget analyses for each project; Communicating with external stakeholders, agencies and applicants. Additional responsibilities may also include: Develop and implement tools for effective management of requisitions and change orders, including reconciling requisitions against contracts and reports for both Multifamily and Single Family Storm Recovery Programs; Integrate best practices and agency policies in requisition and change order processes; Temporarily serve as member of the Sandy Single Family Rebuild team with a focus on quality controls, including reconciling requisitions against contracts and reports, as needed; Engaging in programmatic policy discussions and drafting policy briefings, where necessary; Preparing policy and procedure manuals; Assisting with monitoring and compliance, including pre- and post-closing reviews of projects; Assisting in various areas of operations to ensure projects are moving through necessary steps; Preparing information for internal and public meetings; This is a grant-funded position, which is anticipated to last approximately two years

**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 Skills**

Candidates must demonstrate strong verbal and written communication skills, be detail-oriented, self-motivated, able to manage multiple projects, and be able to work independently and with others to obtain results promptly and meet deadlines. Preference will be given to candidates with a background in urban planning, real estate project management, finance, construction, or real estate law and experience working with government agencies or programs, especially related to housing and real estate development. Strong facility with Excel, Word, and PowerPoint required. MS Visio, Access, and GIS skills a plus. Candidates with a Masters in Urban Planning, Public Policy, Public Administration, Real Estate Finance, Business Administration and related fields are strongly preferred.

**Additional Information**

**Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply**

Apply Online

**Recruitment Contact**

**Posting Date:** 05/11/2016

**Post Until:** Filled

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