



DEPT OF ENVIRONMENT PROTECTION  
Job Posting Notice

**Environmental  
Protection**

**Job ID:** 239176 **# of Positions:** 1  
**Business Title:** Chief of Staff  
**Civil Service Title:** ADMINISTRATIVE PROJECT MANAGER  
**Title Code No:** 83008 **Level:** M3  
**Proposed Salary Range:** \$ 65,107.00 - \$173,663.00 (Annual)  
**Work Location:** 250 Broadway, N.Y.  
**Division/Work Unit:** Sandy HRO Administration

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**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 Build it Back program was designed to assist homeowners, landlords, renters and tenants affected by Hurricane Sandy. The program offers multiple pathways to assistance, including: property rehabilitation or reconstruction, reimbursement for repair work already carried out, and acquisition of homes. Rental assistance is also provided for eligible New Yorkers affected by the storm. This assistance is drawn from roughly \$1.8 billion in Federal Disaster Recovery Grants. The Federal government administers the Community Development Block Grant Program (CDBG) to provide communities with resources that address a wide range of needs. The program began processing applications in July 2013. The City is providing construction or financial assistance to 9,000 homeowners.

The Housing Recovery Office (HRO) is responsible for the implementation of the Build It Back Program. HRO oversees and coordinates the work of HPD and DDC, as it relates to the Build it Back Program.

Reporting directly to the Director of the Housing Recovery Office, the Chief of Staff will be responsible for advancing the Director's priorities within the agency, within DDC and HPD, and externally. The Chief of Staff will advise the Director on policy, operations, and day to day management. The Chief of Staff will work closely with the Director and senior leadership across HRO and HPD and DDC to ensure the City reaches its goal of completing the construction program by December 31, 2016.

Responsibilities include assisting in the management of the day to day operations of the Office; ensuring good communication among all teams and staff; and direction of special projects across multiple agency areas to meet the overall goals of the Build It Back Program. A key responsibility of the Chief of Staff is the coordination of work across the different departments at HRO and in partnership with HPD, DDC, and other agencies, ensuring that key projects and initiatives move forward with each area completing their work per an expected schedule and in coordination with the other areas. This position requires leadership skills, judgment, project management skills, and experience with City government to ensure that a wide range of complex initiatives are successfully managed and coordinated. The Chief of Staff will have the ability and responsibility to manage projects independently.

The Chief of Staff will also:

- Ensure high quality communication among staff.
- Manage bi-weekly staff meetings and quarterly managers meetings.
- Create, monitor and strengthen effectiveness of internal communication strategies.
- Develop protocols for routinely briefing the Director in preparation for internal and external meetings, represent the Director at meetings and events as needed, and attend meetings to track and follow up on key action items.
- Troubleshoot inter-divisional issues.
- Ensure calendar prioritizes key initiatives and activities.

### **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**

- Prior executive level experience in the public, private, or non-profit sector.
- Ability to utilize team building and operational experience to shape a productive and efficient office environment.
- Broad understanding of legal proceedings, including audits and contracting.
- Experience in urban planning, public policy, housing, construction or emergency response.
- Ability to coordinate and assist in evaluating a variety of programs.
- Ability to meet and deal effectively with departmental personnel, governing bodies, city agencies, and the public.
- Ability to organize, delegate and handle multiple activities and establish effective working relationships with colleagues.
- Ability to communicate effectively both orally and in writing.
- Proficient in PowerPoint and Excel.
- A valid Motor Vehicle Driver's License may be required for some assignments. Employees must maintain this license for the duration of their employment.

### **Additional Information**

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

### **To Apply**

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### **Residency Requirement**

New York City Residency is not required for this position

**POSTING** 04/20/2016  
**DATE:**

05/03/2016