



DEPT OF ENVIRONMENT PROTECTION  
Job Posting Notice

**Environmental  
Protection**

**Job ID:** 239179 **# of Positions:** 1  
**Business Title:** Chief Operating Officer  
**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 Operating Officer will be responsible for ensuring the completion of the overall goals of the Build It Back program across HRO, DDC, and HPD. The Chief Operating Officer will manage the programmatic operations of the office. The Chief Operating Officer 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 focusing on the programmatic operations including design and construction; management of field operations in each Borough; and meeting production goals across the program. A key responsibility of the Chief Operating Officer is the coordination of work across multiple City agencies and outside partners as required to ensure the timely completion of all construction projects including all permitting, inspections, and closeout. The Chief Operating Officer will be responsible for ensuring that all work is completed per an expected schedule and in coordination with these other agencies. 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 Operating Officer will have the ability and responsibility to manage projects independently.

The Chief Operating Officer will also:

- Manage daily operations meetings.
- Manage weekly borough based construction coordination meetings.
- Manage weekly production meetings across multiple agencies.
- Create, monitor and strengthen effectiveness of internal reporting tools.
- Assemble team of agency leads to ensure daily production goals are met and necessary resources are committed to the overall program completion Citywide.

### **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**

To Apply click "Apply Now"

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### **Residency Requirement**

New York City Residency is not required for this position

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

**POST UNTIL:** 05/03/2016

