



DEPT OF ENVIRONMENT PROTECTION  
Job Posting Notice

## Environmental Protection

<b>Job ID:</b>	196184	<b># of Positions:</b>	4
<b>Business Title:</b>	Deputy Site Supervisor/Manager		
<b>Civil Service Title:</b>	COMMUNITY COORDINATOR		
<b>Title Code No:</b>	56058	<b>Level:</b>	00
<b>Proposed Salary Range:</b>	\$ 47,703.00 - \$ 74,049.00 (Annual)		
<b>Work Location:</b>	250 Broadway, N.Y.		
<b>Division/Work Unit:</b>	Sandy Program Management		

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### Job Description

The Mayor's Office of Housing Recovery is seeking a Deputy Site Supervisor for its [Staten Island, Brooklyn, and Queens] Build it Back Center. We seek candidates to help run our Centers and deliver the highest quality customer services to program participants. The Build it Back Centers are key to the City's neighborhood based approach to building more resilient communities and helping homeowners impacted by Superstorm Sandy. A fast-paced office, the position will work with construction and engineering organizations, representatives from the Department of Buildings, representatives from social service and non-profit groups as well as members of the public.

Under supervision of the Build it Back Center Director, the candidate will be responsible for:

- Coach, monitor, and counsel staff to support Build it Back goals and objectives. Ensure that Build it Back specialists understand and adhere to standard operating procedures and quality assurance standards.
- Ensure the effective integration of partner agencies and organizations in the Build it Back Center
- Document observations and incorporate them into staff performance appraisals.
- Manage, motivate, coach, and develop staff in terms of technology skills as well as systematic protocols.
- Provide guidance and assistance to Build it Back specialists in the resolution of difficult applicant questions and problems.
- Evaluate employee performance and consistently assess applicant interactions.
- Responsible for administrative aspects including reports, timesheets, schedules, etc.. Facilitate and conduct weekly team meetings.
- Creates and maintains personnel files as required.
- Handle high priority applications from Center staff and program participants.
- Use management tools to measure, track critical performance areas, and ensure delivery of required service levels.
- Effectively assess the skills of new and existing staff to identify gaps and recommend training to address those gaps.
- Act as subject matter expert for the Build it Back program and systems to provide on-the-job support for all Center staff.
- Special projects as assigned

### Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

### Preferred Skills

The ideal candidate would have:

- Three years of experience in office or community work in an area related to the duties described above
- Preference will be given to candidates with a Notary Public license.
- An ability to work some evenings and weekends.
- Exceptional interpersonal and communication skills; excellent organizational skills.
- Good computer skills and the ability to learn new programs.
- Demonstrable background dealing with members of the public.
- Fluency in another language
- \*ability to speak and understand Chinese/Spanish and/or Russian, a plus.

**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"

The NYCDEP is an Equal Opportunity Employer

**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.

**POSTING** 06/04/2015  
**DATE:**

**POST UNTIL:** 06/17/2015