

FULL-TIME POSITION: APPLICATIONS PROCESSING ASSOCIATE Waterfront Permits Unit

Agency Description:

The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

Job Description:

SBS's Waterfront Permits Unit is in charge of reviewing construction applications for the waterfront properties under its jurisdiction, and issuing work permits for those. The Application Processing Associate, reporting to the Director, will be responsible for scheduling applicants, checking application completeness, and records management. In this role the Associate will provide support to the Plan Examiners and Compliance Associates to support the functions of the Unit.

Specific Responsibilities:

- Guide applicants with Frequently Asked Questions (FAQs) on the permitting process, application filing requirements, and permit status.
- Schedule Appointments for Pre-filing Meetings, Intakes, Pick-ups, Close-outs, and Records Review.
- Review Applications for Completeness, and Prepare Correspondence Transmittals.
- Renew Routine Permits and After Hour Work Permits.
- Issue Reminders for Expired Work Permits.
- Maintaining Website and Posting Updates.
- Maintain Correspondence Log with Sales Force, CRM, or other Software Application.
- Manage and Maintain Records, including Stamping and Labelling Drawings, and Scanning Selected Records for Electronic Access.
- Manage Archival Records Requests, and Maintain Folder Tracking System

Preferred Skills :

- Two years full-time work experience in construction, design, planning, or information sciences.
- Ability to read Blueprint Drawings, Technical Reports and Computer Proficiencies with MS Office.
- Aptitude and Interest to learn Permitting Requirements and Building Code, to assist Applicants.
- Thoroughness with demonstrated organizational skills to manage deadlines with attention to detail.
- Excellent communication and ability to work well with people.

Qualifications

1. A Master's Degree from an accredited college with a major in business administration, public administration, urban planning, design, construction, economics, urban affairs, information science, marketing research, finance, or political science; **Or**
2. A baccalaureate degree from an accredited college, and one year of full-time equivalent satisfactory experience in one or more of the following:
 - a. design, architecture, engineering, or construction management; or
 - b. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
 - c. analysis of business records and documents to determine eligibility of businesses for programs and services; or
 - d. economic, market or site research and analysis for business and neighborhood development; or
 - e. facilitation and promotion of the film industry through the processing of various permits,



marketing techniques and incentive programs.

How to Apply: Email your resume along with a cover letter and two referrals including the following subject line Applications Processing Associate to: careers@sbs.nyc.gov

ALSO APPLY:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job Title: **Applications Processing Associate**

All Other Applicants: Go to www.nyc.gov/careers search for Job Title: **Applications Processing Associate**

Salary: Commensurate with Experience

NOTE: Only those candidates under consideration will be contacted.

If you do not have access to email, mail your cover letter & resume to:

NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038