



City of New York
NEW YORK CITY DEPARTMENT OF DESIGN & CONSTRUCTION
Citywide Job Posting Notice

Job ID: 610405	Salary: \$58,682 - \$95,110
Business Title: Administrative Project Manager	Division/Work Unit: Public Buildings / Cultural
<div>Job Description</div> <p>Hours: Full-Time – 35 Hours Work Location: 30-30 Thomson Avenue, NY, 11101</p> <p>The New York City Department of Design and Construction, Division of Public Buildings, is seeking an Administrative Project Manager to work within the Cultural Institutions Program Unit. The Administrative Project Manager will assist the Deputy Director and the Program Director with leading, directing, managing, and supporting a portfolio of projects to ensure they are delivered on time and within the allotted budget. Candidate must be knowledgeable in project delivery methods including traditional Design-Bid-Build and Design-Build. The selected candidate will serve as the point person for planning, organizing, leading, and controlling the project efficiently and effectively. Duties will include managing complex capital construction projects from design through construction and closeout; organizing and managing staff, contractors, and construction schedules; preparing documentation such as the scope of work, change orders, reports, schedules, and budgets; and initiating site activity investigations and assessments. Additional duties include, but not limited to, evaluating cost estimates; tracking project budgets; designing, developing, and initiating a site-specific safety plan, including an accident-free, safe work environment; evaluating and identifying tasks and risks from bidding through the final completion of assigned projects; and issuing timely project updates; and processing payment requisitions and task orders.</p> <p><i>Authorization to work in the United States is required for this position. NYC Department of Design and Construction does not provide sponsorship for international employees for visa applications, extensions or status changes, including STEM/OPT visas. Applicants are responsible for ensuring that they meet all qualifying requirements for this position, at the time of application.</i></p> <p>All interested applicants, including City Employees: Please email your cover letter and resume to DDCEngineering@ddc.nyc.gov.</p>	
<div>Minimum Qualification Requirements</div> <p>A valid New York State Registration as an Architect is required. In addition, candidates must have six (6) years of full-time paid experience in architectural work, at least two (2) years of which shall have been as an administrative architect.</p>	
<div>Preferred Skills</div> <p>Candidates must have experience with diverse architectural and engineering project typologies. Candidates with a valid NYS License in their respective building discipline and experience with NYC regulatory requirements and processes including NYC Building Codes, Zoning Code, and local laws are preferred. Candidates with recent experience in design-build procurement and contract administration are preferred. Candidates should demonstrate an ability to balance multiple priorities and perform tasks across multiple simultaneous projects at various stages of development and implementation. Candidates should possess excellent organizational skills and be proficient with Microsoft Office applications. Candidates must have strong verbal and written communication skills and demonstrate an ability to facilitate teamwork and build consensus among diverse stakeholder groups for policy decisions. Candidates must demonstrate ability to work collaboratively in a team setting with staff at different experience levels and demonstrate an ability to engage with non-technical staff including diverse client agencies, end users, and other stakeholders.</p>	
<div>Residency Requirement</div> <p>New York City Residency is not required for this position.</p>	
<div>55-a Program</div> <p>This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.</p>	
<div>Public Service Loan Forgiveness</div> <p>As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at StudentAid.gov/PSLF.</p>	

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.