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

Job ID: 710294	**Salary:** $60,443 - $113,966
Business Title: Program Executive	**Division/Work Unit:** Pub Bldgs./ Architecture & Engineering - Front End Planning

Job Description

Hours: Full-Time Position – 35 Hours
Work Location: 30-30 Thomson Avenue, LIC, NY 11101

The Program Executive will work with the Director of Front-End Planning to bring clarity to the project initiation process through well-developed planning and review of client needs and existing conditions, resulting in the creation of Front-End Planning Reports. Duties also include conducting surveys and interviews with client agencies, and coordinating with cost estimators, risk analysts, and time schedulers. In addition, collaborate with City agencies and DDC professionals to perform existing conditions reports, scope development and verification, funding analysis, risk analysis, and scheduling. The goal is to perform a broad-minded analysis and develop a comprehensive understanding of the capital needs of each client agency project to facilitate successful delivery in a safe, expeditious, and cost-effective manner, while maintaining the highest degree of architectural, engineering, and construction quality.

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.

All interested applicants, including City Employees: Please email your cover letter and resume to DDCEngineering@ddc.nyc.gov.

Minimum Qualification Requirements

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.

Preferred Skills

The candidate must have a thorough understanding of current engineering design principles and practices, the NYC Building Codes, the NYC Energy Code in particular, as well as general building design, construction, project management, and project delivery methodologies. The candidate must have excellent management skills and the ability to communicate effectively both verbally and in writing. The candidate must have prior experience in a managerial, administrative, or supervisory position. New York State RA is required. AutoCAD required, BIM preferred, LEED AP preferred.

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.

55-a Program

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.

Public Service Loan Forgiveness

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 https://studentaid.gov/pslf/.

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.