

CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE

Civil Service Title:	Architect II	Salary:	\$93,614* - (Non-City minimum) \$107,656**- (City minimum)
Title Code:	21215	Number of Positions:	1
Office Title	Project Manager	Work Location:	2 Lafayette Street, NYC
Division/Work Unit:	Bureau of Community Services/ Program Facilities Design and Construction Management		

Additional Information:

In order to be considered for the position candidates must be a current City Employee and be serving permanently in the title of Architect or have taken the most recent Architect civil service exam and be reachable for appointment from the resulting list.

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.

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.8 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

The New York City Department for the Aging (NYC Aging) is a local government agency as well as the largest Area Agency on Aging (AAA) in the United States. The Department administers and promotes the development and provision of accessible services for older persons and serves as an advocate on legislative and policy issues. NYC Aging’s mission is to work for the empowerment, independence, dignity, and quality of life of New York City’s diverse older adults and for the support of their families through advocacy, education, and the coordination and delivery of services.

The Program Facilities Design and Construction (PFDCM) unit is a team of architects and engineers playing a key role in monitoring code compliance and administrating design and construction projects to ensure health and life safety at the NYC Aging's 320 older adult community centers throughout the City. Managing City-owned and City-leased sites occupied by NYC Aging programs. Managing design and construction projects funded by Capital, Expense and Federal Community Development Block Grants (CDBG). Provides technical assistance for site compliance with NYC Department of Buildings and Fire Department of NY and assists programs in identifying suitable relocation sites.

The NYC Aging Design and Construction Management team is a group of architects and engineers responsible for monitoring code compliance and administration design and construction projects at over 300 older adult community centers throughout the City.

The Project Manager duties and responsibilities include but are not limited to:

- Manage a project load of multiple Capital and Expense funded projects from project initiation through completion of design, construction, and final sign offs.
- Manage effective communication with all parties.
- Provide analysis of Building and Fire code compliance, establishing timelines, analyzing budgets and invoices, coordination of consultants, negotiation of change orders, and completion of final sign offs.
- Monitor the work of consultant architects/engineers as to contract compliance, timeliness, and budget.
- Demonstrate effective communication skills and professional judgment to make decisions necessary to evaluate bids, move projects, meet schedules, and achieve client needs.
- Attend all project meetings and tracking design and construction progress.
- Perform site surveys for existing and new sites in terms of Zoning, Buildings and Fire codes, HVAC, Certificate of Occupancy, Place of Assembly, and Americans with Disabilities Act.
- Prepare technical reports, architectural CAD drawings, and cost estimates.
- Provide project management skills for upgrade and compliance work on NYC Aging owned community centers.
- Monitor conditions and compliance for City owned and leased sites.
- Prepare scope of work and obtain bids for upgrades at those sites.
- Maintain detailed project records and project progress.

***Non-City rate (Non-City candidates & candidates with less than 2 years of City Service)**
****City incumbent rate (Candidates with 2 or more active years of City Service)**

Minimum Qualifications:

A valid New York State Registration as an Architect. Current New York State Registration as an Architect must be maintained for the duration of your employment.

Special Note: In addition to above qualification requirements, to be eligible for placement in Assignment Levels II and III, individuals must have at least one year within the last three years of experience as a major contributor or a project leader on a complex project requiring additional and specific expertise in the disciplines needed to design or construct the project.

Preferred Skills: <ul style="list-style-type: none">• Selected candidate should possess excellent computer skills in AutoCAD.• Proficiency in Microsoft Office (Excel, PowerPoint and Word) a plus.• Proficiency in Adobe Photoshop.• Excellent oral and written communication skills.• Selected candidate should be a self starter and detailed oriented individual.• Excellent interpersonal skills & communication skills a plus. NOTE: NEW YORK CITY RESIDENCY IS NOT REQUIRED FOR THIS POSITION.		
55-a Program: <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>		
<p style="text-align: center;"><u>TO APPLY</u></p> <p style="text-align: center;">Please be sure to submit a resume & cover letter when applying.</p> <p style="text-align: center;">All current City Employees may apply by going to Employee Self Service (ESS) http://cityshare.nycnet/ess</p> <p style="text-align: center;">Click on Recruiting Activities/Careers and Search for Job ID #731987</p> <p style="text-align: center;">All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #731987</p> <p style="text-align: center;">Please do not email, mail or fax your resume to NYC Aging directly.</p>		
Posting Date:	November 21, 2025	JVN No. 125-26-17 CW
Post Until:	Filled	