



Sarah Carroll
Chair

Job Vacancy Notice #136-2024-603951

Civil Service Title: Secretary to the Chair (LPC)	Agency Title: Executive Assistant to the Chair
Title Code No. 95888	Salary: \$63,772 (City new hire rate) - \$68,772 (max)
Location: 1 Centre Street, 9th Floor North, New York, NY 10007	Schedule: Full-Time/5 days (35 hours) per week, with the possibility of 2 days of remote work once the City Telework Policy is established.
Post Date: 9/11/2023	Post Until: Filled

The Agency

The Landmarks Preservation Commission (LPC) is the largest municipal preservation agency in the nation. It is responsible for protecting New York City's architecturally, historically, and culturally significant buildings and sites by granting them landmark or historic district status and regulating them after designation. The agency is comprised of a panel of 11 commissioners who are appointed by the Mayor and supported by a staff of approximately 80 preservationists, researchers, architects, historians, attorneys, archaeologists, and administrative employees. There are more than 37,900 designated buildings and sites in New York City, most of which are located in 156 historic districts across in all five boroughs.

Working at the Landmarks Preservation Commission provides a great opportunity to cultivate intellectual inspiration and professional development.

The Team

The Executive Assistant to the Chair is a key member of LPC's Executive team, providing administrative and operational support to the Chair, Commissioners, and senior leadership.

Your Impact

The Executive Assistant to the Chair serves as the confidential assistant to the Chair, Commissioners, and senior leadership, providing operational/administrative support.

Your Responsibilities

- Assures the smooth operation of the Chair's Office by performing routine and other delegated duties;
- Assists the Chair in administration and other operations of the agency;
- Coordinates the Chair's schedule, including all internal and external meetings, events, telephone and conference calls;
- Answers the Chair's phone and responds to routine inquiries from City officials, the public, and agency staff, handling, routing, and drafting correspondence, and maintaining the Chair's files;
- Ensures well-run and efficient LPC public hearings, includes preparation of documents, coordination of commissioners' schedules and other tasks.
- Assists in the development and implementation of projects delegated by the Chair and/or undertaken by the Chair's Office;
- Performs independent projects including research, and organizing and compiling agency information and reports for policy considerations, as needed;
- Provides coverage for Reception and Secretary to the Executive Director in their absence;
- Occasional attendance at events outside regular hours.
- Other tasks and special projects as assigned.

The position requires excellent technology, communication, and customer service skills.

1 Centre Street, 9th Floor North, New York NY, 10007 | P: (212) 669-7817 | www.nyc.gov/landmarks

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and one year of satisfactory, progressively responsible clerical, secretarial, administrative and/or general office management experience, one year of which must have been in a responsible administrative or secretarial capacity; or
2. An associate degree or 60 semester credits from an accredited college and two years of the experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent and four years of the experience described in 1 above; or
4. Education and/or experience equivalent to 1 & 2 above.

PREFERRED SKILLS

The ideal candidate will be professional, responsible, well-organized, and punctual; have initiative and a willingness to learn, a collaborative, proactive and responsive approach; have excellent communication skills and be accurate in oral and written communications; have experience handling sensitive and confidential material; be able to meet deadlines and handle a fast pace; be proficient in Microsoft Office software (Outlook, Word, Excel, PowerPoint).

How to Apply

Please submit resume and cover letter to: JobsNYC at <https://cityjobs.nyc.gov/>

Please Note

- The Landmarks Preservation Commission will only respond to qualified candidates. While we appreciate every applicant's interest, only those under consideration will be contacted.
- If you were educated in a school outside of the United States, you must be able to submit an evaluation of your foreign education from an approved organization.
- Final appointment is subject to approval by the Office of Management and Budget.

Loan Forgiveness: The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with LPC qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: [Public Service Loan Forgiveness](#) | [Federal Student Aid](#)

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. LPC employees can expect to work as part of a highly engaged, passionate, and inclusive workforce where everyone's contributions are valued, respected, and make an impact on one of the best and most diverse cities in the world!