



Sarah Carroll
Chair

Job Vacancy Notice #136-2025-717748

Civil Service Title: Principal Administrative Associate, Level 2	Agency Title: Principal Administrative Associate/Timekeeper
Title Code No. 10124	Salary: \$71,000 per annum
Location: 253 Broadway, 11th Floor North, New York, NY 10007	Schedule: Full-Time/5 days (35 hours) per week, eligible for up to 2 telework days per week
Post Date: 7/10/2025	Post Until: Filled

The Agency

Created in 1965, 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 38,000 designated buildings and sites in New York City, most of which are located in 158 historic districts across all five boroughs.

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

The Team

The Principal Administrative Associate is a key member of LPC's Administration Department, which is responsible for personnel, facilities management, operations, records management, and financial management. This position reports to the Director of Financial Management.

Your Impact

With some latitude for independent initiative and judgment, the Principal Administrative Associate supports the work of LPC's Administration Department, performing timekeeping, payroll, and operations tasks.

Your Responsibilities

The Principal Administrative Associate serves as LPC's Timekeeper and performs duties which support the Administration Department:

- Serve as agency timekeeper, ensures employee timesheets are submitted/approved weekly;
- Process time/leave for employees on paid leave, LWOPs for anticipatory work;
- Register users for DCD hand scanners and troubleshoots hand scanner issues.
- Prepare biweekly payroll, processes quarterly RIP/Longevity transactions and managerial lumpsum;
- Analyze rules, regulations, and policies; retrieve and review information from the Payroll Management System (PMS), City Time, Report Management and Distribution System (RMDS) and City Human Resource Management System (CHRMS);
- Process/approve transactions in Citytime, NYCAPS and Pi;
- Maintain/monitor the agency vehicle operation, including list of authorized drivers, annual trainings, track/schedule maintenance, and related records;

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- Manage/maintain LPC's mail operations, including maintenance of the prepaid postal stamp machine, ensure that it is functional and alert supervisor when funding needs to be increased, incoming/outgoing mail;
- Provide operational support for Administration and Executive Departments, which may include assisting with mailings, lifting objects up to 20 pounds, moving/relocating files or boxes, etc.).
- May serve as Workers' Compensation Liaison and W-2 Coordinator.
- May serve as backup for coverage of personnel, operations, procurement and finance duties, and
- Undertakes special projects related to personnel and operational initiatives as directed by the Director of Financial Management and Director of Human Resources Management and Operations.

QUALIFICATION REQUIREMENTS

You must be permanent in the title of Principal Administrative Associate to be considered for this position.

1. A baccalaureate degree from an accredited college or university and three years of satisfactory, full-time progressively responsible clerical or administrative experience, at least one year of which must have been administrative experience or experience supervising staff performing clerical work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college or university and four years of satisfactory, full-time progressively responsible clerical or administrative experience including one year of administrative or supervisory experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible clerical or administrative experience including one year of administrative or supervisory experience as described in "1" above; or
4. Education and/or experience which is equivalent to "1", "2" or "3" above. Education above the high school level may be substituted at the rate of 30 semester credits from an accredited college or university for 6 months of experience, up to a maximum of 3½ years. However, all candidates must possess one year of administrative or supervisory experience as described in "1" above; or
5. Successful completion of one year of the Civil Service Pathways Fellowship program.

PREFERRED SKILLS

- Strong knowledge of City personnel rules and regulations.
- Strong knowledge and familiarity City applications: PMS, NYCAPS, CHRMS, Pi, and Citytime.
- Excellent verbal and written communication.
- Detail-oriented, excellent time management skills.
- Valid NYS Class D Driver License a plus.
- Proficiency with Microsoft Office Suite.
- Maturity and professionalism.



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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 foreign school, 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 every-one's contributions are valued, respected, and make an impact on one of the best and most diverse cities in the world!