

Civil Service Title: Administrative Project Manager
Title Code No. 83008
Office Title: High Line Project Administrator

Level: M1
Salary: \$65,000 - \$94,608*
Work Location: Arsenal, Manhattan
Number of Positions: 1

The Planning Division coordinates the agency's land use policy, new park development initiatives and environmental reviews. It also leads the agency's involvement in complex and large-scale development projects that may include other government agencies and community stakeholders. The Project Administrator will serve as a senior manager within Parks overseeing the plans for the adaptive reuse of the High Line as a public open space.

MAJOR RESPONSIBILITIES

- Manage a consultant team during the design and construction for multiple phases of the High Line project.
- Provide intra-agency coordination, helping manage design and environmental reviews, legal agreements and operations planning.
- Lead an interagency team of stakeholders including representatives from the Mayor's office, Economic Development Corporation (EDC), City Planning and the non-profit Friends of the High Line (FHL).
- Conduct public outreach to local community boards, elected officials, and key community and civic groups.
- Provide support for the coordination with adjacent property owners on construction schedules and phasing.
- Assist with the development of a governance structure for the High Line, continuing work to date involving the project stakeholders.
- Work with stakeholders to secure outstanding funds for the full implementation of the project including the preparation of appropriation requests, grant applications and coordination with FHL's Capital Campaign.
- Oversee the finalization of a maintenance and operations plan for the High Line.
- Develop criteria for potential connections from adjacent properties to the High Line.
- Coordinate the agency's development of a revenue plan that will help offset ongoing costs.
- Prepare and edit well-written reports, schedules, project summaries and correspondence associated with the project.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and five years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project, two years of which must have been in an administrative, managerial, executive or supervisory capacity; or
2. A four year high school diploma or it's educational equivalent and nine years of experience as described in "1" above; two years of which must have been in an administrative, managerial, executive or supervisory capacity; or
3. Education and/or experience equivalent to "1" or "2" above. An accredited Master's degree in one of the disciplines described in "1" above, a law degree, or a valid New York State license as a Professional Engineer or Registered Architect or Landscape Architect may be substituted for one year of the required experience. However, all candidates must have the two years of the administrative, managerial, executive or supervisory experience as described in "1" above.

PREFERRED SKILLS/QUALIFICATIONS

1. Masters Degree in Planning, Architecture, Landscape Architecture or Urban Design.
2. At least three years of Senior Project Management experience.
3. Experience as a senior manager for a complex development project involving numerous government agencies, several funding sources and multiple stakeholders, on a tight timeframe.
4. Familiarity with the planning, design and management of public facilities, particularly public open spaces.
5. Familiarity with the procurement processes associated with the construction of a public facility.
6. Ability to work independently as well as part of a team.
7. Proficiency in computer software, including Microsoft applications, AutoCAD, PhotoShop, Illustrator, PowerPoint and ArcGIS.
8. Valid New York State driver license.

To apply, please submit cover letter & resume with JVN # to:

Personnel - Recruitment
City of New York/Parks & Recreation
24 West 61st Street, 2nd floor
New York, NY 10023
Attention: JVN # 846-06-11504

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POST DATE: 04/07/06

POST UNTIL: 04/21/06

JVN: 846/06/11504

*Pending approval of the Commissioner and the Conflicts of Interest Board, the salary for this position may be supplemented by a grant from the Friends of the High Line; but will not exceed the posted maximum salary for this position.