

This is an IFA funded position.

Civil Service Title: Principal Administrative Associate
Title Code No: 12626
Office Title: Senior Project Manager for Management Services

Level: II
Salary: \$55,000 - \$65,000
Work Location: Olmsted Ctr., Queens
Number of Positions: 1

MAJOR RESPONSIBILITIES

- Under general supervision of the ACCO/Chief of Management Services for Capital Projects, with some latitude for independent initiative, assist in various procurement related activities, including management of the agency’s Capital sole source agreements, and implementing City-wide initiatives such as Project Labor Agreements, Pre-qualified Lists and other operational changes.
- Assist in the management of progression of the Capital Division’s procurements within its Fiscal Year commitment plan.
- Leverage general problem-solving skills to identify key issues/questions at the beginning of a project and develop an appropriate work plan, including project scope, timelines, specific analyses to be completed and individual responsibilities.
- Coordinate work of cross-departmental or cross-agency teams to ensure project objectives are achieved and timelines are met.
- Conduct or supervise research, data gathering and analysis.
- Create and deliver PowerPoint presentations that effectively communicate key project findings and recommendations to various audiences, including senior management, Mayor’s Office, partner agencies and external stakeholders.
- Contribute to staff and team development.
- Assist the Chief of Management Services with related tasks, high profile projects and special assignments.

QUALIFICATION REQUIREMENTS

*** This vacancy is only open to current permanent employees serving in the Principal Administrative Associate civil service title or on leave from the title.**

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. 2-5 years of management consulting or similar strategic planning experience.
2. Project management experience; ability to identify problems and manage against tight timelines, prioritize among competing needs and opportunities and manage multiple projects at the same time.
3. Proactive and collaborative work style.
4. Strong writing and presentation skills.
5. Ability to look at the big picture and search for insightful and creative solutions.
6. Strong quantitative and problem-solving skills. Comfort and skill working with data sets.
7. Excellent computer skills, proficiency in Microsoft Word, Excel, and Access.
8. Knowledge of City, State and Federal procurement rules and regulations and the City’s Financial Management System.

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

David Terhune, Director of Personnel
City of New York/Parks & Recreation
24 West 61st Street, 2nd floor
New York, NY 10023
Email: grow@parks.nyc.gov
Fax: (917) 849-6490
Attention: JVN# 846-12-95376
Notice to Parks employees – include your ERN on all correspondence.

**THE CITY OF NEW YORK
AND
THE CITY OF NEW YORK / PARKS &
RECREATION
ARE EQUAL OPPORTUNITY EMPLOYERS
M/F/D/V
Telecommunications Device for the Deaf: (212) 504-4115**

POST DATE: 01/27/12	POST UNTIL: 02/17/12*	JVN: 846/12/95376
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NOTE: All resumes must be received no later than the last day of the posting period.
*Posting period extended to 02/17/12. Previous applicants to this vacancy do not need to reapply.