

**City of New York
Parks & Recreation**

**Citywide Job Vacancy Notice
Job ID № 249282**

Civil Service Title: Administrative Project Manager
Title Code No: 83008
Office Title: Team Leader

Level: MII
Salary: \$115,000 - \$120,000
Work Location: 5-Boro, Randall's Island
Number of Positions: 1

MAJOR RESPONSIBILITIES

- Lead a multi-disciplinary team of architects, engineers, and administrative staff in the successful design and construction of Parks projects.
- Work with Directors to schedule staff and assign tasks to maximize the quality of work and overall efficiency of the Capital team. Communicate with architecture, engineering and survey units to schedule necessary services.
- Coordinate with the Assistant Commissioner, Chiefs, and agency partners to maximize the implementation of the annual Capital budget.
- Work with Assistant Commissioner and Chiefs to prioritize project completions and ensure that all capital projects best meet the needs of project stakeholders, such as the Agency, the public and regulatory authorities.
- Develop and maintain monthly design and construction completion schedules. Monitor progress to ensure the timely completion of multiple capital projects within their respective budgets and schedules.
- Represent projects and the Agency to outside organizations such as community boards, community interest groups and other City or State agencies.

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 its 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.

This position is exempt from NYC residency requirements.

PREFERRED SKILLS/QUALIFICATIONS

1. Familiarity with New York City government and Parks & Recreation policies and procedures.
2. Five years of experience managing projects and staff.
3. Excellent communication skills including public speaking and experience in translating between technical and non-technical stakeholders.
4. Strong time management and task prioritization abilities.
5. Strong general management skills including the ability to listen to and motivate staff.
6. Driver license valid in New York State.

City Employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 249282**

Include your ERN # on all correspondence.

For all other applicants:

Click here to apply: [Team Leader](#) OR

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 249282**

**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
www.nyc.gov/parks**

POST DATE: 07/29/16

POST UNTIL: 08/19/16

Job ID#: 249282

NOTE: All resumes must be received no later than the last day of the posting period.