

**City of New York
DEPARTMENT OF BUILDINGS
Job Posting Notice**

Civil Service Title: ADM MANAGER	Level: NM
Title Code No: 1002C	Salary: \$49,492.00-\$75,000.00
Business Title: Project Advocate	Work Location: NYC - All Boroughs
Division/Work Unit: Strategic Planning & Implement	Number of Positions: 2
Job ID: 201018	Hours/Shift: 35 Hours (Minimum)
Job Description	
<p>The NYC Department of Buildings is responsible for ensuring the safe and lawful use of buildings and properties by enforcing the NYC Construction Codes, Energy Code and Zoning Resolution. We facilitate compliant development with integrity, efficiency and professionalism. We are committed to becoming a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. We are committed to improving our performance and developing procedures that are streamlined, understandable and transparent. Reporting to the Chief Plan Examiner, duties will include, but are not limited to: Serving as the customer service liaison for a group of applicants and coordinating an effort to deliver Certificate of Occupancies (C of O) in a timely fashion. Being a single point of contact for special projects within the agency in support of the Department's Strategic Plan. Performing quantitative and qualitative analysis to make recommendations on more efficient processes for plan exam, inspections or certificate of occupancy. Attending public forums and other meetings relating to DOB issues. Conducting monthly meeting with large scale project developers to discuss project status.</p>	
Minimum Qualification Requirements	
<p>1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or</p> <p>2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or</p> <p>3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or</p> <p>4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.</p>	
Additional Information	
<p>ONLY THOSE SERVING PERMANENTLY IN THE TITLE OF ADMINISTRATIVE MANAGER OR THOSE WHO CAN PROVIDE PROOF OF FILING FOR THE ADMINISTRATIVE MANAGER CIVIL SERVICE EXAM WILL BE CONSIDERED.</p>	
Residency Requirement	
<p>New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>	
To Apply	
<p>For Non-City/External Candidates: Visit the www.nyc.gov/jobs/search and search for the specific Job ID #.</p> <p>For Current City Employees: Visit www.nyc.gov/ess to view and apply for available positions. Click on Recruiting Activities, Careers, and search for the specific Job ID #.</p> <p>No phone calls, faxes or personal inquiries permitted. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED</p>	
Posting Date: 07/20/2015	Post Until: Filled

The City of New York is an Equal Opportunity Employer