

**City of New York**  
**DEPT. OF HOMELESS SERVICES**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Associate Project Manager	<b>Level:</b> 2
<b>Title Code No:</b> 22427	<b>Salary:</b> \$67,467.00/\$77,587.00 - \$98,882.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Project Manager	<b>Work location:</b> 101-07 Farragut Rd., Brooklyn NY 11236
<b>Division/Work Unit:</b> Maintenance, Repair and Capital Construction	<b>Number of Positions:</b> 3
<b>Hours/Shift:</b> Mon. – Fri. 8am – 4pm	<b>Agency Tracking #:</b> 3048 <b>POSITION#:</b> 3903

**Job Description**

The Department of Homeless Services is comprised of 2,000 employees and with an annual operating budget of approximately \$1 billion. DHS is one of the largest organizations of its kind committed to preventing and addressing homelessness in New York City. As we further this mission, DHS employs a variety of innovative strategies to help families and individuals successfully exit shelter as quickly as possible. Collaborating with other public agencies and not-for-profit partners, DHS works to prevent homelessness before it occurs, reduce street homelessness and assist New Yorkers to transition from shelter into appropriate permanent housing.

DHS seeks three (3) Associate Project Managers II to work in the Maintenance, Repair and Capital Construction unit. The selected candidates will oversee the management of multiple construction projects managed by the Construction team.

Specific responsibilities may include, but are not limited to:

- Establishment of project time and cost schedules.
- Determining and coordinating the activities required between the persons, agencies and departments responsible for project completion.
- Review of all schedules, reports and orders prepared by consultants, contractors and agencies to assure conformance with project completion dates.
- Monitoring of work performance and preparation of management reports to identify significant problems.
- Resolving problems that arise in meeting schedules and costs.
- Advises and makes recommendations to client agencies in formulating project needs,
- Aid in the consultant selection and contracting process and help manage these contracts.

Position #'s (3903, 3905, 3906)

**Qualification Requirements**

One year of full-time satisfactory experience in supervising employees performing project management work, such as planning, administering, managing, coordinating, or expediting, on engineering and/or architectural and/or landscape architectural projects, or supervising a construction project with a value of \$1,000,000 or more, and either:

1. A baccalaureate degree from an accredited college in engineering, engineering technology, architecture, architectural technology, landscape architecture, business administration, or public administration, and one year of full-time satisfactory experience in project management work, such as planning, administering, managing, coordinating, or expediting, for engineering and/or architectural and/or landscape architectural projects; or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and five years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization plus any combination of college education and/or experience described in "1" above to make up the equivalent of five years of education and experience. One year of experience credit will be given for (a) each 30

semester credits of college education leading to a bachelor's degree from an accredited college in engineering, engineering technology, architecture, architectural technology, landscape architecture, business administration or public administration; (b) A Masters degree from an accredited university in one of the disciplines described in "1" above; or (c) a valid New York State license as a Professional Engineer, Registered Architect, or Registered Landscape Architect.

Experience which is primarily of a design nature is not acceptable towards meeting the qualification requirements.

For placement into Assignment Level II, in addition to meeting the qualification requirements for Assignment Level I, candidates must have at least one additional year of experience as described in "1" above in a supervisory capacity or have served for at least one year as a project manager for a large and/or complex construction project.

For placement into Assignment Level III, in addition to meeting the qualification requirements for Assignment Level I, candidates must have at least two additional years of experience as described in "1" above in a supervisory capacity or have served for at least two additional years as a project manager for a large and/or complex construction project

#### **Preferred Skills**

N/A

#### **Residency Requirement**

New York City residency is not required for this position.

#### **To Apply:**

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

**Post Date:** 4/21/2016

**Post Until:** 5/5/2016

**JVN:** 071-2016-239438

**The City of New York is an Equal Opportunity Employer.**