

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice - Repost

Civil Service Title: Administrative Project Manager	Level: M - 2
Title Code No: 83008	Salary: \$54,740.00 - \$146,276.00
Office Title: Program Director	Work location: 1 Centre St., N.Y.
Division/Work Unit: DMSS/Bureau of Quality Assurance	Number of Positions: 1
Hours/Shift: Day	

Job Description

The Department of Citywide Administrative Services seeks to hire an Administrative Project Manager M-2 to work within the Division of Municipal Supply Services' (DMSS) Bureau of Quality Assurance (BQA), Technical Services Group. The candidate's duties will be to:

- Coordinate complex projects for DMSS and its client agencies, as well as oversee the development and progress of all administrative and technical project operations of the Technical Services Group.
- Direct technical management operations including planning, budget, scope development, research methods, procedures and project close-outs.
- Maintain and support a Management Information System concerning product research data.
- Determine and coordinate the activities required for the development and improvement of specifications, often of a highly technical nature for specialized purchases.
- Review and approve specifications for requirement contracts and bid solicitations.
- Review technical and laboratory reports.
- Review and implement environmental laws and regulations as required.
- Resolve problems or conflicts that arise in meeting project schedules and costs.
- Act as a DMSS technical liaison with other City agencies and non-City entities.
- Prepare correspondence and follow-up as necessary.
- Supervise employees engaged in research, evaluation, inspection, investigation, or studies related to product engineering and environmentally friendly procurement.
- Make assignments, coordinate activities and prepare work schedules for subordinates and pertinent persons to assure the timely completion of projects.
- Check work performance and report significant issues to Management.
- Manage subordinates in the investigation of complaints from client agencies and vendors.
- Perform other related duties as may be requested.

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.

Essential Skills

The candidate should possess project management and supervisory experience; technical knowledge and experience in product development/testing; quality assurance; pro-active individual with emphasis in reading and understanding laws, regulations and product specifications; team leadership/problem solving/coaching and mentoring/planning and scheduling skills; excellent research skills and report writing.

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#2011/81966. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 12/21/2010

Post Until: 3/21/2011

JVN: 868-2011-81966

The City of New York is an Equal Opportunity Employer.