

Civil Service Title: Administrative Architect
Title Code No: 10004
Office Title: Director of Architecture

Level: MI-MII
Salary: \$90,000 - \$105,000
Work Location: Olmsted Ctr, Queens
Number of Positions: 1

MAJOR RESPONSIBILITIES

- Manage Architecture Design Studio of 20-25 people, including two Deputy Directors, in the Capital Projects Division.
- Ensure design excellence for portfolio of approximately 100 architecture projects valued at \$55 million.
- Oversee and facilitate the work of consultants and provide executive support for staff managing design projects.
- Determine and prioritize assignments to achieve annual project completion goals.
- Achieve Agency goals and legal requirements for design, construction, sustainability, park maintenance and operations.
- Prepare and present exhibits and reports. Represent Parks at external meetings and reviews.
- Collaborate with the Personnel Department to develop staff training for professional development, continuing education seminars, LEED certification and licensure.

QUALIFICATION REQUIREMENTS

1. A valid NYS Registration as an Architect and six (6) years of full-time paid experience in architectural work, at least two (2) years of which shall have been as an administrative architect.

PREFERRED SKILLS/QUALIFICATIONS

1. Over 5 years experience supervising a staff of 15 or more.
2. Demonstrated ability to manage 30 or more projects simultaneously.
3. Proficiency in AutoCAD, GIS and project tracking software.
4. Knowledge of the following specialized disciplines: sustainable/ “green” design, historic preservation/ conservation, ADA/Universal design concepts, urban design and/or public art.
5. Excellent communication and organizational skills.
6. Valid New York State driver license.

If you have any questions regarding this vacancy, please call the Personnel Division at 212-830-7851.

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
Attention: JVN# 846-10-006449
Notice to Parks applicants – 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: (800) 281-5722**

POST DATE: 09/18/09	POST UNTIL: 10/09/09	JVN: 846/10/006449
---------------------	----------------------	--------------------

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