# City of New York
# DEPARTMENT OF ENVIRONMENTAL PROTECTION
# REPOST Citywide Job Vacancy Notice

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| **Civil Service Title:** Administrative Project Manager | **Level:** M3 |
| **Title Code No:** 83008 | **Annual Salary:** $60,740 / $65,503 - $162,014 |
| **Office Title:** Deputy Director | **Work Location:** 59-17 Junction Blvd Flushing NY |
| **Division/Work Unit**: Environmental Planning & Analysis/Executive | **Number of Positions:** 2 |
| **Hours/Shift:** 35 Hours/Day | **Agency Tracking #:** N/A |

## Job Description

Under the direction of the Deputy Commissioner, Bureau of Environmental Planning and Analysis (BEPA), with wide latitude for independent judgment and independent action and decision-making, the selected candidates will serve as Deputy Director of (BEPA). In this capacity, the Deputy Director is responsible for managing and prioritizing a diverse workload of projects and programs pursuant to the agency's large capital budget. The Office also provides City Environmental Quality Review (CEQR) technical support for DEP, city agency and private development projects. The Bureau supports DEP decision making on near term and long term programs and capital investments. The Bureau's performs analytical work, evaluation of alternatives, strategic thinking, and undertakes projects that cross multiple bureaus. A key focus of the work is on sustainability initiatives that are cost effective. Among the key Bureau initiatives that the Deputy Director oversees are: developing strategies to advance Combined Sewer Overflow Long Term Control Plan and MS4 permitting, and Harbor Estuary program policy making, providing analytical support for the Green Infrastructure Plan; responding to agency water consumption data needs to support capital programming; undertaking restoration and environmental stewardship in Jamaica Bay and other areas of the City, in determining impact of major NYC waterfront planning and rezoning initiatives on DEP infrastructure and capital planning; directing air quality assessments of DEP, City agency and private projects and reviewing new federal and state air regulations for applicability to DEP and NYC, supporting DEP's Environmental health and safety initiative, developing protocols, reviewing hazardous materials assessments and recommending remediation for DEP and other city agency projects, and conducting CEQR reviews for agency projects and providing technical support to other agency CEQR reviews with respect to air, noise, hazardous materials, natural resources and infrastructure.

## 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 selected candidates should be able to strategize, coordinate and direct the planning and design initiatives of the Department for environmental impact considerations and procedures; clearly articulate DEP's positions in public forums; demonstrate effective managerial skills and demonstrate a readiness and capacity for identifying critical paths to project completion to ensure compliance with budget and fiscal processes and capital planning commitments. Proficient knowledge of the Rules and Procedures of the State Environmental Quality Review Act (SEQRA) as set forth in 6NYCRR Part 617 and the City Environmental Quality Review (CEQR) process as set forth in Executive Order 91 of 1977 and its amendments.

## To Apply:

The JVN# is located at the lower right CORNER of this page.
NYC Department of Environmental Protection
Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108
OR
Via E-mail, please submit your resume in Adobe PDF or Microsoft Word
placing the JVN# on the upper right corner of your resume as well as in the subject line to:
Recruit@dep.nyc.gov

For more information about DEP, visit us at: www.nyc.gov/dep
NYC Residency is required within 90 days of appointment
Appointments are subject to OMB approval

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| **Post Date:** 03/30/2011 | **Post Until:** filled | **JVN:** 826-11-84767-EPA |

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