

**City of New York  
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

Repost

**Citywide Job Vacancy Notice**

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

**Job Description**

Under the direction of the Deputy Commissioner, Bureau of Environmental Planning and Analysis (BEPA), the selected candidates will serve as Deputy Director and be responsible for managing and prioritizing a diverse workload of projects and programs pursuant to the agency's large capital budget; providing City Environmental Quality Review technical support within DEP and other city agencies as well as to private companies involved in development projects, waterfront planning, and rezoning initiatives on DEP infrastructure; reviewing capital plans; directing air quality assessments; supporting near term and long term programs and capital investments by performing analytical work, evaluating alternatives, and thinking strategically; and working on various projects that cross multiple bureaus within DEP with a key focus on sustainability initiatives that are cost effective. In addition, each Deputy Director will oversee developmental strategies to advance the Combined Sewer Overflow Long Term Control Plan, Municipal Separate Storm Sewer System (MS4) permitting, and water quality policy development; providing analytical support for the Green Infrastructure Plan; reviewing new federal and state air regulations for applicability to DEP and NYC; and overseeing the management of the Bureau's administrative responsibilities including personnel, budget, procurement and training.

**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 have the ability to strategize, coordinate and direct the planning and design initiatives of the Department for environmental impact considerations and procedures, clearly articulate DEPs positions in public forums, demonstrate effective managerial skills, display a readiness and capacity for identifying critical paths to project completion to ensure compliance with budget and fiscal processes and capital planning commitments, and command 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:**

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right CORNER of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18<sup>th</sup> 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](mailto:Recruit@dep.nyc.gov)

For more information about DEP, visit us at: [www.nyc.gov/dep](http://www.nyc.gov/dep)

NYC Residency is required within 90 days of appointment

Appointments are subject to OMB approval

<b>Post Date:</b> 05/16/2011	<b>Post Until:</b> filled	<b>JVN:</b> 826-11-86252-EPA
------------------------------	---------------------------	------------------------------

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