

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

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| <b>Civil Service Title:</b> Principal Administrative Associate  | <b>Level:</b> 01   |
| <b>Title Code No:</b> 10124                                     | <b>Annual Salary:</b> \$39,981 / \$45,978 - \$58,568       |
| <b>Office Title:</b> Contract Liaison                           | <b>Work Location:</b> 58-52 Grand Ave., Maspeth Queens, NY |
| <b>Division/Work Unit:</b> Facilities Management & Construction | <b>Number of Positions:</b> 1                              |
| <b>Hours/Shift:</b> 35 Hours per Week/Day                       | <b>Agency Tracking #:</b> N/A                              |

**Job Description**

Under general supervision, with some latitude for independent initiative and judgment, the selected candidate will assist in handling the Division's construction related contracts; responsibilities will include, but are not limited to, initializing and completing work orders tracking, general upkeep and maintenance of administrative records and files and payment preparations; ensure contract compliance, monitor the performance of a number of contractors through on-site inspections and review of standard reporting documents; analyze all documents submitted for review; serve as liaison between the agency and a number of contractors assigned to them; and may supervise subordinate staff.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and three years of satisfactory, full-time, progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; *or*
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time, progressively responsible clerical/administrative experience including one year of the administrative supervisory experience 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 and five years of satisfactory, full-time, progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

**Note: Only those serving in the permanent civil service title of Principal Administrative Associate may apply.**

**Preferred Skills**

A Driver's License valid in the State of New York and knowledge of blueprint reading and general knowledge of plumbing, electrical, and HVAC work.

**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)

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

**Post Date:** 2/7/2012

**Post Until:** 2/21/2012

**JVN:** 826-12-98075-HRA