

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Housing Development Specialist II</u>	Salary:	<u>\$57,129 - \$84,391*</u> <u>\$65,698 - \$84,391**</u>
Title Code:	<u>22507</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Housing Development Specialist II</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Community Services/Facilities Management</u>		

Job Description

- Manage CDBG and City Capital design and construction projects from initial preparation of bid documents and registration of funds, through analysis of Building and Fire code compliance, negotiation of change orders and final sign offs.
- Perform site surveys and feasibility studies for existing and new sites in terms of space, Zoning, Buildings and Fire codes, HVAC and ADA requirements. Prepare technical reports, architectural CAD drawings and cost estimates.
- Monitor landlord compliance with City leases in terms of code and senior safety. Diligently enforce lease provisions. Work with programs to obtain Certificates of Correction for Buildings and Fire Code violations.
- Process lease renewal documentation and monitor lease renewal process. Prepare ULURPs and provide testimony for public hearings. Specify space, code and equipment requirements and develop scopes of work. Monitor landlord construction.
- Coordinate communication between landlords, sponsors, consultants, construction contractors, other City agencies and DFTA personnel.
- Use advanced skills in word processing, spreadsheets and other windows software to keep files current, maintain databases and prepare reports as needed by executive staff, OMB and HUD

***Non-City rate.**

****City incumbent rate.**

Minimum Qualifications

A baccalaureate degree from an accredited college and two years of full-time, satisfactory professional experience in planning, coordination and/or development of housing projects or programs; or graduate study from an accredited college in the field of architecture, city planning, real estate development, urban design may be substituted for up to one year of the required experience on the basis of 30 credits for one year. However, all candidates must have at least a baccalaureate degree and one year of the experience described above.

Preferred Skills

A valid New York State Registration as an Architect and four years of full-time architectural experience. Must be able to prepare detailed scopes of work for bidding, manage and inspect construction work, and read and review project plans and specifications. Must have excellent knowledge of Buildings and Fire codes. Ability to communicate effectively verbally and in writing. Familiarity with computer software listed.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>
Click on Recruiting Activities/Careers and Search for Job ID #149085

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#149085

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **April 11, 2014**

Post Until: **Filled**

JVN No. **125-14-06-CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER