



The City of New York
Office of Management and Budget
75 Park Place, New York, New York 10007

JOB TITLE: Analyst/Assistant Project Manager

CONTROL CODE: TVA-10-01

Value Engineering

JOB DESCRIPTION:

The duties of this position encompass the following activities:

- Assist Project Managers in all aspect of preparation for value engineering (VE) reviews with consultants and teams of experts on major design and construction projects, and value analysis (VA) reviews on operational processes.
- Review project documents and assist in preparation of Project Description.
- Provide support during value management meetings (orientations, site visits, workshops, and implementation)
- Review proposals developed during value management workshops for clarity and accuracy
- Assist in generating the value management workshops implementation meeting summary and Summary of Results (SORs) reports
- Compile data from SORs to generate Annual Reports
- Assist in tracking City capital construction projects for Value Management reviews
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QUALIFICATIONS/REQUIREMENTS:

Analyst /Assistant Project Manager (Engineering/Architecture Background) (\$52,438):

Bachelor's degree in Engineering or Architecture and a minimum of two years of full-time experience. Must have computer proficiency in Microsoft Office and Microsoft Project. Excellent writing, communication and interpersonal skills are also required.

Additional Requirements:

While not required, previous budget/finance experience *preferred*. The successful candidate must be able to maintain confidentiality, have excellent computer, quantitative, analytical and communication skills, both written and oral.

BENEFITS:

OMB offers a generous benefits package, including paid and/or accrued compensatory time.

HOW TO APPLY:

- Include the control code in the upper right hand corner of your resume.
- Submit resume, cover letter and salary history.
- Forward your information to:

JW-NYC Office of Management & Budget
75 Park Place – 8th Floor
New York, NY 10007
Fax# (212) 788-6292
E-mail: nycombrt@omb.nyc.gov

**THE OFFICE OF MANAGEMENT & BUDGET AND THE CITY OF NEW YORK
ARE EQUAL OPPORTUNITY EMPLOYERS**

You must be a City resident within 90 days of the date of appointment
and you must be legally eligible to work in the United States.