

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

<b>Civil Service Title:</b> Administrative Project Manager	<b>Level:</b> M1
<b>Title Code No:</b> 83008	<b>Salary Range:</b> \$88,000 - \$101,000
<b>Office Title:</b> Assistant Director of Technical Services	<b>Work Location:</b> 96-05 Horace Harding Expway
<b>Division/Work Unit:</b> Emergency Response and Technical Assessment/Environmental Compliance	<b>Number of Positions:</b> 1

**Hours/Shift:** 35 Hours/Day

**Job Description**

Under administrative direction from the Deputy Director of Operations, Division of Emergency Response and Technical Assessment (DERTA), with extremely wide latitude for the exercise of independent judgment, initiative and action, the selected candidate will serve as the Assistant Director of Technical Services providing crucial and core programmatic functions within the DERTA. Candidate will implement and direct technical operations and project management programs; perform complex work in the planning, coordination and oversight of technical capital projects under the DERTA, including but not limited to the Radiological Response and Remediation Plan (RRRP); direct a professional staff of technical and project management professionals engaged in the timely and cost effective implementation of projects; and direct operations personnel on matters relative to project scope and planning, budget and vendor procurement.

**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**

Candidate should possess a working knowledge of environmental and radiological response and mitigation activities including; the design of environmental monitoring and sampling systems, environmental data management as well as interagency operational procedures documented in the National and City Incident Management Systems.

**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 -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](http://www.nyc.gov/dep)

Appointments are subject to OMB approval

**Post Date:** 11/09/2009

**Post Until:** 11/23/2009

**JVN:** 826-10-7214-EC

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