

Sarah Carroll  
Chair

**Job Vacancy Notice #136-2025-642074**

<b>Civil Service Title:</b> Associate Staff Analyst	<b>Agency Title:</b> Deputy Director, Administration
<b>Title Code No.</b> 12627	<b>Salary:</b> \$92,000
<b>Location:</b> 1 Centre Street, 9th Floor North, New York, NY 10007	<b>Schedule:</b> Full-Time/5 days (35 hours) per week, eligible for up to 2 telework days per week
<b>Post Date:</b> 8/19/2024	<b>Post Until:</b> Filled

**The Agency**

The Landmarks Preservation Commission (LPC) is the largest municipal preservation agency in the nation. It is responsible for protecting New York City's architecturally, historically, and culturally significant buildings and sites by granting them landmark or historic district status and regulating them after designation. The agency is comprised of a panel of 11 commissioners who are appointed by the Mayor and supported by a staff of approximately 80 preservationists, researchers, architects, historians, attorneys, archaeologists, and administrative employees. There are more than 38,000 designated buildings and sites in New York City, most of which are located in 158 historic districts across in all five boroughs.

Working at the Landmarks Preservation Commission provides a great opportunity to cultivate intellectual inspiration and professional development.

**The Team**

The Deputy Director of Administration is a key member of LPC's Administration Department, which is responsible for personnel, facilities management, operations, records management, and financial management. This position reports to the Director of Human Resources Management and Operations and directly supervises the Records Associate and Receptionist/Operations Associate.

**Your Impact**

With some latitude for independent initiative and judgment, the Deputy Director of Administration supports the work of LPC's Administration Department.

**Your Responsibilities**

In this important role, the Deputy Director of Administration:

- Processes personnel actions for all hires, transfers, separations, and leaves of absence;
- Assists with recruitment and processes civil service transactions, including civil service appointments and list calls;
- As facilities manager, liaises with DCAS and vendors for resolution of facilities requests and issues;
- As Records Management Officer, maintains agency's records retention schedule and ensures compliance; supervises the work of the Records Associate;
- Serves as coordinator/liaison for Citywide Employee Programs, including but not limited to, Training and Development, Safety and Health Program, 55a, New York City Employee Retirement System and Workers Compensation;
- Assists with emergency management and serves as key member of the Continuity of Operations Planning (COOP) team.
- Manages front desk operations and supervises the work of the Receptionist/Operations Associate;

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- May assist with core functions of the Administration Department as a back-up, which includes payroll and timekeeping, procurement processes, and financial management duties; and
- Undertakes special projects related to personnel and operational initiatives as directed by the Director of Human Resources Management and Operations.

### **Qualification Requirements**

**You must be permanent in the title of Associate Staff Analyst to be considered for this position.**

1. A master's degree from an accredited college or university in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies, or a Juris Doctor degree from an accredited law school, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management, or in a related area; or
2. A baccalaureate degree from an accredited college or university and three years of satisfactory full-time professional experience in the areas described in "1" above.

### **Preferred Skills**

- Strong knowledge of City personnel rules and regulations
- Strong knowledge and familiarity City applications: PRISE, NYCAPS, CHRMS, Pi, and Citytime
- Strong supervisory and project management experience preferred.
- Excellent time management skills and a proven ability to meet deadlines.
- Excellent written and oral communication skills, experience creating and giving presentations.
- Strong organizational skills with an ability to strategically prioritize tasks.
- Excellent computer skills including expertise and familiarity with Microsoft Office Suite.
- Maturity and professionalism.

### **How to Apply**

Please submit resume and cover letter to: JobsNYC at <https://cityjobs.nyc.gov/>

### **Please Note**

- The Landmarks Preservation Commission will only respond to qualified candidates. While we appreciate every applicant's interest, only those under consideration will be contacted.
- If you were educated in a foreign school, you must be able to submit an evaluation of your foreign education from an approved organization.
- Final appointment is subject to approval by the Office of Management and Budget.



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**LOAN FORGIVENESS:** The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with LPC qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: [Public Service Loan Forgiveness | Federal Student Aid](#)

**The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy. LPC employees can expect to work as part of a highly engaged, passionate, and inclusive workforce where every-one's contributions are valued, respected, and make an impact on one of the best and most diverse cities in the world!**