



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 687469

Office Title: Design Director

Civil Service Title: Administrative Architect **Title Code No:** 1000A **Level:** NM

Salary: \$125,000 - \$131,000

Number of Positions: 1 **Work Location:** Citywide Services, Randall's Island

NYC Parks is an award-winning city agency that designs, builds, and preserves public spaces for New Yorkers to connect, play and enjoy. The Citywide Services division works directly with Parks Leadership, to assess, plan, and implement Capital improvement projects to improve the Agency facilities while leading greenhouse gas emission reduction.

NYC Parks offers competitive pay and a generous benefits package, including pension, excellent health benefits, competitive vacation/sick days, and a healthy work-life balance.

Major Responsibilities

- Under direction of the Citywide Team Leader, with very great latitude for the exercise of independent judgment or action, manage the Citywide Services Capital in-house interdisciplinary design team of approximately 5 architects, 4 engineers and 4 landscape architects, as well as support staff.
- Coordinate and resolve design issues during construction, including but not limited to design approvals, value engineering and analysis of change orders and cost overruns.
- Provide leadership to designers on major design goals, key decisions, contract preparation, changes, and other issues.
- Monitor design process and progress to ensure code compliance and efficient, effective, quality design within budget.
- Assist in developing long-term financial needs and strategic plans for the reconstruction of Parks facilities state of good repair and energy reduction goals.
- Produce and maintain accurate staffing plans for the unit; ensure project tracking databases are current and accurate.
- Prepare analyses for future projects, including cost estimates and conceptual designs.
- Present projects to other departments, commissions, consultants, and community members.
- Sign and seal architectural and other official documents.
- Prepare status reports and presentations for Senior Management and recap issues requiring their input.
- Represent Parks at external meetings and reviews.

Qualification Requirements

1. A valid New York State Registration as an Architect is required. In addition, candidates must have six (6) years of full-time paid experience in architectural work, at least two (2) years of which shall have been as an administrative architect.

This position is exempt from NYC residency requirements.

Preferred Skills/Qualifications

1. Knowledge and experience in sustainable design and/or LEED accreditation a plus.
2. Strong knowledge of the NYC Building Code and Americans with Disabilities Act (ADA) requirements.
3. 5 years or more managing a multidisciplinary team of professionals to produce complex architectural work.
4. Excellent communication, interpersonal and organizational skills.
5. Driver license valid in New York State.

How to Apply

All Applicants

Click Here to Apply: [Design Director](#) OR

Go to cityjobs.nyc.gov **and search for Job ID# 687469.**

***Current City Employees please include your ERN and Job ID# 687469 on your cover letter and resume.**

POST DATE: 11/08/2024

POST UNTIL: 12/03/2024

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115

For information about applying for Civil Service Exams go to: [Civil Service Exams - Department of Citywide Administrative Services \(nyc.gov\)](#)