



## Review Vacancy

**Date Posted:** 04/21/16

**Applications Due:** 05/06/16

**Vacancy ID:** 29440

### Position Information

<b>Agency</b>	Parks, Recreation & Historic Preservation, Office of
<b>Title</b>	Project Director
<b>Occupational Category</b>	I.T. Engineering, Sciences
<b>Salary Grade</b>	31
<b>Bargaining Unit</b>	PS&T - Professional, Scientific, and Technical (PEF)
<b>Salary Range</b>	From \$102520 to \$124801 Annually
<b>Employment Type</b>	Full-Time
<b>Appointment Type</b>	Temporary
<b>Jurisdictional Class</b>	Competitive Class
<b>Travel Percentage</b>	30%

### Schedule

<b>Workweek</b>	Mon-Fri
<b>Hours Per Week</b>	37.5

### Workday

<b>From</b>	9 AM
<b>To</b>	5 PM
<b>Flextime allowed?</b>	No

<b>Mandatory overtime?</b>	No
<b>Compressed workweek allowed?</b>	No
<b>Telecommuting allowed?</b>	No

### Location

<b>County</b>	Albany
<b>Street Address</b>	625 Broadway
<b>City</b>	Albany
<b>State</b>	NY
<b>Zip Code</b>	12238

### Job Specifics

<b>Minimum Qualifications</b>	Possession of a New York State Architect's License and current registration, as well as eight years of architectural experience in building design; production of contract documents; and construction administration for institutional, commercial, or industrial projects. At least two years of the experience above must be at a managerial level.
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**Duties  
Description**

The Project Director reports to the Deputy Commissioner for Capital Programs. Under the general supervision of the Deputy Commissioner, the Project Director will be responsible for managing the design and construction of several multi-million dollar capital projects throughout the state. Projects in the Hudson Valley area of the state have already been identified, and include the construction of a new Visitor Center at Minnewaska State Park, the reconstruction of the Bathhouse at Rockland Lake State Park, and the reconstruction of a portion of the Group Camps at Harriman State Park. The Project Director's general duties in regards to these and other projects are:

- For assigned projects, the Project Director reviews and evaluates the criteria for the design of new buildings or the rehabilitation of existing buildings, and prepares written reports of all findings and decisions made.
- Meets and confers with agency personnel responsible for the project to establish the statement of requirements indicating the nature and scope of the project to be considered in the design.
- Determines project feasibility relative to the scope requirements, the project budget, and construction schedules.
- Directs the preparation of drawings and specifications for the agency's review and approval.
- Assigns, schedules and otherwise coordinates the work of the consultants contributing to the project to insure their work is technically accurate, complete and, on schedule, and that it meets the project objectives.
- Reviews architectural designs submitted by consultants for such factors as conformity with contract requirements, codes and standards, for costs, accuracy and for agreement between the architectural and engineering elements.
- As required, leads the agency, consultants and others in Value Engineering efforts to insure that the project is designed to budget.
- During the construction stages of the project, makes periodic inspections as required to insure full compliance with drawings and specifications and provides advice and guidance in connection with proposed architectural changes.
- Evaluates requests for changes and provides architectural advice and guidance in connection with proposed changes.
- Reviews contractor submittals for approval.
- If not performing the above-mentioned construction administration tasks, the Project Manager shall supervise a Construction Manager who will perform the construction administration on behalf of the agency.
- Reviews change orders to insure compliance with architectural intent and appropriate codes, and make field inspections of completed projects to determine that the work has been done as specified and meets project specifications.
- Periodically participates in meetings with the agency and others involved in the project to insure the coordination of all activities and to provide advice and guidance in interpreting contract documents.

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Some positions may require additional credentials or a background check to verify your identity.

**Contact Information**

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<b>Name</b>	Brian Lee - Director of Personnel
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<b>Telephone</b>	518-474-0453
<b>Fax</b>	
<b>Email Address</b>	Albany.Employment@parks.ny.gov

### Address

<b>Street</b>	625 Broadway
<b>City</b>	Albany
<b>State</b>	NY
<b>Zip Code</b>	12238

<b>Notes on Applying</b>	Please submit a cover letter and resume if you are interested in this position.
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