

**The City of New York  
DEPARTMENT OF HOUSING PRESERVATION & DEVELOPMENT  
JOB VACANCY NOTICE**

<b>TITLE</b> Administrative Project Director M2 (95566)	<b>SALARY</b> \$75,000 – \$95,000
<b>DIVISION</b> Office of Development/ Division of New Construction	<b>LOCATION</b> 100 Gold Street, 9 <sup>th</sup> floor, New York, NY 10038

**JOB DESCRIPTION**

The Division of New Construction is looking for an Executive Director for Large Scale Development. Candidates with a Masters in Urban Planning, Public Administration or a comparable field, with at least five years of professional and management experience are strongly preferred. The Executive Director will lead the planning and implementation of complex large-scale, mixed-use development initiatives citywide. These are among the agency’s and Administration’s most visible projects and require acute political judgment and advanced development expertise. The Executive Director will report to the Associate Commissioner for New Construction, with wide latitude for independent judgment. The Executive Director will:

- Work closely with City Hall, City agencies, elected officials and other community representatives to develop strategies for effectively integrating affordable housing into large-scale, mixed-use projects;
- Represent the department at public hearings, community meetings and other forums to convey the department’s positions and solicit public feedback;
- Oversee the preparation of Requests for Proposals, proposal review and developer designation for large-scale sites;
- Work with developers, relevant City agencies and community representatives to refine project program, design, affordability and other financial parameters;
- Manage the public review process for disposition and other necessary actions such as rezoning;
- Negotiate business terms with developers and bring large-scale transactions through to closing;
- Oversee the development of affordable housing plans for re-zoning proposals, including financial modeling and associated analysis, identification of public sites, and other tools that may be appropriate to each proposal; and
- Supervise staff.

**QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college and four years of experience in one or more of the following areas: community organization, social work, urban development projects, real estate, public administration or a related field, of which two years must have been in a field directly related to neighborhood improvement such as housing, community organization, urban renewal or planning, or real estate. A Law Degree or graduate work in an appropriate field may be substituted for up to two years of the general experience required; or
2. Education and/or experience equivalent to ‘1’, including part time and/or volunteer experience.

**PREFERRED SKILLS**

1. Thorough knowledge of New York City government and housing issues.
2. Thorough knowledge of New York City Zoning Resolution and other land use planning and urban renewal requirements.
3. Thorough knowledge of housing finance tools, principles and funding sources.
4. Experience managing and closing on development projects.
5. Successful experience working with community boards, civic associations, and neighborhood groups.
6. Experience conducting studies, writing reports, and conducting meetings with community and interagency partners.
7. Successful experience managing staff.
8. Ability to manage and motivate staff and promote staff development.
9. Excellent research, analytical, writing, and public speaking skills.
10. Demonstrated ability to meet deadlines and manage multiple projects in a timely manner.

**MUST BE A NEW YORK CITY RESIDENT**

*While we appreciate every applicant’s interest, only those under consideration will be contacted*

**To apply for consideration, please send resume and cover letter to:**

**NAME: Holly M. Leicht, Associate Commissioner**  
**ADDRESS: Department of Housing Preservation & Development**  
**Office of Development – Division of New Construction**  
**100 Gold Street, Room 9G3**  
**New York, New York 10038**

**\*Please indicate the transmittal number on your resume or cover letter when responding.**

**HPD AND THE CITY OF NEW YORK ARE EQUAL OPPORTUNITY EMPLOYERS**

<b>DATED</b> 9/18/07	<b>POST UNTIL</b> 10/9/07	<b>TRANSMITTAL NUMBER</b> 806-08-024
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