



Job Title	Capital Project Administrator
PVN ID	VC-1904-003043
Category	Administrative Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Facilities Planning, Construction and Ma
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jun 09, 2019 (Or Until Filled)

General Description

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Under the direction of the Director of the Department of Design Construction & Management, with latitude for exercise of judgment, The Capital Project Administrator is responsible for planning, management, implementation, and administration of the design and construction of major capital projects at one or more of the City University of New York's 25 campuses.

The scopes of responsibilities include the course of action required for managing a project from inception through completion. Tasks include assessment of College needs; defining project scope and priorities; estimating costs; determining baseline schedules; determining the necessary participants; investigating funding sources and procurement methods, and informing the budget request process.

Salary commensurate with experience and qualifications.

Interviews begin the week of May 13, 2019.

Other Duties

Responsibilities

- Verifying project budget and managing it through various funding sources and procurement processes for design and construction services including bidding projects according to New York City and New York State procurement policies.
- Overseeing the consultant selection process and administering consultant contracts.
- Defining project schedule. - Providing direction to consultants and ensuring that project requirements are clearly defined and communicated.
- Making recommendations in formulating project needs, priorities and options.
- Coordinating all phases of design and construction documentation including program, functional, legal and technical requirements between the college, consultants and governing agencies.
- Resolving problems as they arise in an effort to maintain project budget and schedule.
- Addressing construction logistics including safety and coordination with college operations.
- Monitoring projects initiated and executed by the Colleges for code compliance and coordination with overall building systems, programs and budget.
- Coordination and administrative tasks include:
 - Establishing open communications with all parties involved which may include college personnel, design consultants, contractors, city and state agencies, citizen groups, etc., to maintain the efficient flow of required information between team members to ensure accurate and timely decisions
 - Documenting the decision-making process and work performance.
 - Maintaining all project records and files from Scope Development through Project close-out, including the budget and schedule.

Qualifications

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- Bachelor's degree in architecture, engineering or related field required. Master's degree and/or professional license highly desirable.
- At least eight (8) years of professional experience in project administration and/or construction supervision required.
- Experience with a municipal organization and/or higher education with a large multi-campus system preferred.
- Superior verbal and written communication skills and demonstrable computer literacy required.