



Job Title	Assistant Director
PVN ID	VC-2410-006539
Category	Managerial and Professional
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Design and Construction Management
Status	Full Time
Annual Salary	\$130,000.00 - \$150,000.00
Hour(s) a Week	35
Closing Date	May 31, 2025 (Or Until Filled)

General Description

The City University of New York (CUNY) has embarked on a multi-billion dollar and multi-year capital design and construction program at its 25 campuses. The Assistant Directors, as members of the management team in the Office of Facilities Planning, Construction, and Management (FPCM), plays a vital role in successfully implementing this program. The Assistant Director (AD) has primary responsibility for the development and implementation of capitally funded construction projects including the design and construction of new buildings, renovation projects, infrastructure projects, energy performance projects, repair projects, and capital maintenance projects at CUNY campuses.

Exercising independent initiative and judgment and working under the general direction of the Executive Director, the AD has wide latitude in implementing their assigned capital program. The AD works collaboratively with numerous stakeholders including college, university, governmental, and regulatory agency representatives, as well as consultant and construction teams, to successfully manage the projects to provide quality facilities that serve CUNY students, faculty, and staff on time and on budget.

Other Duties

- Be in control of all projects under your responsibility and lead and drive completion on time and within budget
- Lead your team to meet the productivity targets and completion rates of the annual construction program. Identify and manage project dependencies and critical paths
- Develop conceptual plans and budgets for facilities projects to support the fiscal decision-making process
- Develop best practices for project execution and management
- Develop and maintain project budgets
- Draft and submit budget proposals and recommend subsequent budget changes
- Plan, organize, manage, and participate in the selection process of architectural/engineering consultants, CMs, and contractors

- Participate in consideration of and recommend consultant fees
- Plan, assign, and review the work of supervising project managers and other staff
- Prepare cost estimates and schedules for all capital projects such as new construction, rehabilitation, infrastructure, energy performance, remodeling, mechanical/electrical/plumbing, fire protection, or repair projects
- Ensure and supervise the preparation of construction documents and compliance with the project program and budget for all
- Oversee the work of consultants, CMs, and the contractors
- Work with the project managers to assemble bid documents and ensure an adequate bidding process
- Schedule project scope development, design, and bidding timing to coincide with Board meetings
- Prepare Project Board Resolutions for Board approvals
- Review bid submissions, analyze the bids, and provide timely recommendations
- Ensure all City and State project authorizations and budget approvals are in place prior to bidding on the projects
- Ensure project managers are frequently updating the CUNY Project Management System on the status of the projects concerning financial information, project schedule, and progress report
- Ensure that all required information including State and City budget authorizations, bid results, total project cost, design and construction schedules, the low bidder qualification result, and project financial risk analysis is available prior to seeking approvals from CUNY and City University Construction Fund (CUCF) Board of Trustees
- Direct and supervise project managers and staff to ensure proper working relationships and interface with City and State agencies and departments responsible for accomplishing a successful project
- Establish and direct all activities required for project completion and assign them to the project managers
- Alert the Executive Director or other appropriate executive to critical situations and recommend exercising proper judgment as required
- Prepare regular project management reports
- Keep the Executive Director informed on the progress, status, and appropriate details of all projects
- Responsible for turnkey delivery of all CUNY-managed design and construction projects from inception through, including conventional and CM at-risk projects
- Responsible for handling planning, budgeting, and making key decisions to ensure that construction projects are in conformity with the proposed budget and are completed on time
- Attend and proactively participate in construction meetings to communicate with project managers, project management team, campus facility staff, and other parties involved in the construction project to discuss budgets, plans, and goals
- Manage changes in project scope, identify potential crises, and devise contingency plans
- Negotiate contracts, which involves negotiating contracts with vendors and other professionals, and renegotiating contracts with contractors and subcontractors when changes occur
- Review, negotiate, and approve change orders with the CM and contractors and ensure fair value for the university
- Review and approve payment certificates to contractors and consultants
- Develop a comprehensive understanding of project strategy and commitments including financial goals, scheduling, logistics, phasing, milestones, and inspections
- Ensure assigned job site operations are following design/specifications and lead and drive completion on schedule, within budget, and to quality standards
- Demonstrate and maintain effective and open dialogue with the project team regarding changes in work, job conditions, contractor relations, and any deviation in the direction of the project
- Monitor and facilitate the resolution of construction contract disputes and claims

- Assist colleges in identifying capital construction and facilities needs to meet their academic Interface with senior college administration throughout all phases of project development
- Other duties as assigned

Qualifications

Minimum Qualifications

- A bachelor's degree in engineering, architecture or construction-related curriculum
- 5+ years of design and construction management experience as senior project manager is required
- Experience in project management methodologies, planning, cost control, construction economics, cost life cycle analyses, and financial management
- Understanding of building components and construction
- Knowledge of related legislation, regulations, NYC and NY State codes and Board policies, procedures, and collective agreements

Preferred Qualifications

- NY State Professional Engineering License or NY State Architecture License Master's degree in Engineering, Architecture, or Construction Project Management
- PMP Certification
- Experience with NY State and/or New York City agencies and their regulations
- Experience with New York State and/or New York City Design and Construction Projects
- Demonstrated leadership and managerial skills with ability to lead and manage teams and use strategic and tactical judgment to make decisions and handle various situations
- Strong technical and analytical skills
- Strong leadership skills to lead project teams
- Proven ability to promote equitable practices that value inclusiveness and diversity
- Computer skills, including email, spreadsheets, databases, project management, and presentation packages

Core Competencies

- Good organizational and planning skills
- Excellent written and verbal communication
- Ability to work on multiple design and construction projects at one time
- Excellent organization skills and the ability to multi-task
- Ability to work under pressure and to meet multiple deadlines
- Ability to prioritize competing work
- Self and team motivator, and ability to be a team player
- Ability to set project priorities and adjust implementation strategies
- Ability to work effectively with staff, associates, and internal and external constituents
- Knowledgeable of capital and operating budgets
- Alert and observant and looking for ways to improve processes
- Out-of-the-box thinker, creative, inventive, and adaptable to situations