

Battery Park City Authority

A City within a City



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Great Community!

Great Benefits!

Great Work Culture!

Job Title:	Director of Design
Job Status:	Full Time
Department:	Real Property
Location:	200 Liberty Street, NYC 10281
Salary:	Commensurate with Experience
Additional Info:	Monday - Friday (7.5 hours a day)

SUMMARY:

The Director of Design is responsible for overseeing design elements of all Battery Park City Authority capital projects as well as monitoring, reviewing and approving design elements of properties within Battery Park City which are constructed by others but over which the Authority retains review and approval authority. The position is responsible for coordinating with other property owners and regulatory entities on related projects adjacent to the Battery Park City borders. This position reports to the Vice President of Real Property.

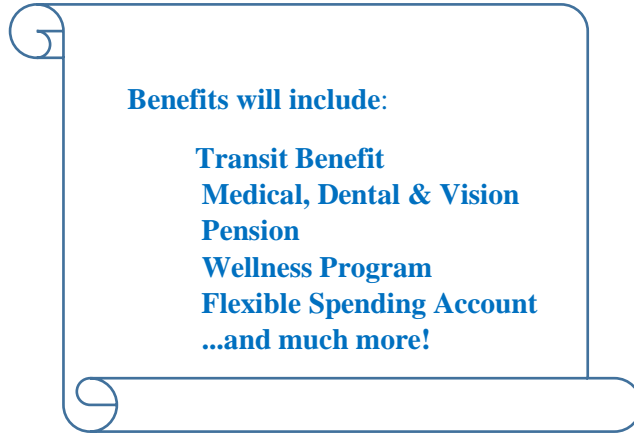
The Director of Design also performs project management and construction administration services, at the direction of the Vice President of Real Property, for design-sensitive capital projects. Responsibilities include project concept and scope development, cost estimating, capital budgeting, procurement oversight, contract, schedule and budget management, oversight of design and construction work, change order/contract amendment administration, contractor payments and project closeout. The Director of Design presents regular project updates at weekly department and Authority project status meetings.

ESSENTIAL FUNCTIONS:

- Assist with Authority's capital program development and capital budgeting process.
- Manage selection process for design consultants for capital projects. Negotiate contracts with consultants for design work from feasibility through completion. Negotiations include establishing scopes of work, determining reasonable fees and approving sub consultants.
- Oversee and direct design phase of capital projects from conceptual design through completion of project at the direction of the Vice President of Real Property. Perform and/or oversee value engineering review.
- As directed by the Vice President of Real Property, perform project management and construction administration services for Authority capital projects.
- As needed, monitor, review and approve design elements of properties within Battery Park City which are constructed by others over which the Authority retains review and approval authority.
- As needed and requested, write, review and revise development controls, i.e. Zoning and Design Guidelines and Green Guidelines to ensure appropriate and compatible architecture throughout Battery Park City. Review proposals of property owners, architects and contractors for compliance with Design Guidelines and Zoning. Review built areas of Battery Park City for compliance with Design Guidelines and lease obligations. Work with Legal Department and Site Operations Department to implement compliance measures.
- Coordinate city or other approval process, in collaboration with the Legal Department, for any modification to BPC development program and for physical design changes requiring ULURP actions. Work with City Planning and Community Board 1 on active planning issues.
- Work with outside agencies, authorities and entities to implement or coordinate projects that are adjacent to, or impact Battery Park City, as appropriate.
- Advise and work cooperatively with other Authority departments on all design matters.
- Remain current in planning, design issues.
- Perform other duties in the scope of the job as requested by the Vice President of Real Property.

EXPERIENCE:

- Minimum of seven (7) years of experience in architecture and urban planning, three (3) of which are at a senior or management level
- Bachelor's degree in Architecture (master's level preferred)
- Thorough knowledge of urban design/open space, architecture, planning and sustainability principles
- Excellent interpersonal, communication, organizational and writing skills.
- Effective at planning and presenting concepts and ideas, assimilating and analyzing information from a variety of sources and recommending courses of action to be taken.
- Experienced at writing explanatory documents and making presentations to groups



Please submit all resumes to: HR@bpca.ny.gov

Battery Park City is an Equal Opportunity Employer.