

# Battery Park City Authority

A City within a City



## Come Grow with US!

**Great Community!**

**Great Benefits!**

**Great Work Culture!**

**Job Title:** Technical Communications Manager for Planning,  
Design & Construction

**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)

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### **SUMMARY:**

Under moderate supervision, the primary function of this position is to create, proofread and edit technical documents for the planning, design and construction functions performed by the Real Property Department, including, among other things, work scopes, requests for proposal ("RFP's", reports, memoranda, guidelines and other related documentation. Responsibilities will include the creation of text and graphics for presentation materials to be utilized by the Department. The emphasis for the work products of this position will be the communication and explanation of information in a written and graphic to a variety of audiences in a clear, concise and accurate manner. This position reports to the Vice President of Real Property.

### **ESSENTIAL FUNCTIONS:**

- Be familiar with all Real Property Department projects and programs.

- Work collaboratively with Real Property staff members in the creation of project descriptions and scopes of work for internal use as well as for procurement and external presentation purposes.
- Create initial drafts and/or proofread and edit Department procurement documents including RFP's, RFP addenda, interview reports, internal contracting memoranda, and BPCA Board memoranda.
- Create initial draft and/or proofread and edit Department project documentation, including change order and contract amendment justification memoranda and project progress reports.
- Assist with BPCA's capital program development process by creating written project descriptions and related justification memoranda for needed future capital projects.
- Interface with outside entities and agencies as required to facilitate the attainment of accurate information for appropriate Department documentation.
- As needed, prepare public presentation materials, as well as presentations for the BPCA Board regarding Department projects, including the preparation of graphics and other presentation materials.
- Assist in the management and organization of Department plan documents and drawings.
- As needed, advise and work cooperatively with other BPCA departments on the preparation of Department or other BPCA documentation.
- Perform other related duties as requested by the Vice President of Real Property, the Director of Design or the Director of Project Management and Planning.

#### **EXPERIENCE:**

- A bachelor's degree in communications, writing, construction management, planning, architecture, English or other relevant discipline. Relevant experience coupled with some college training may be considered in lieu of degree.
- Advanced graphic capabilities would be considered a plus for this position



**Benefits will include:**

**Transit Benefit  
Medical, Dental & Vision  
Pension  
Wellness Program  
Flexible Spending Account  
...and much more!**

**Please submit all resumes to: [HR@bpca.ny.gov](mailto:HR@bpca.ny.gov)**  
Battery Park City is an Equal Opportunity Employer.