

# Battery Park City Authority

## A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



## Come Grow with US!

### Great Community!

### Great Benefits!

### Great Work Culture!

**Job Title:** Office Manager  
**Job Status:** Full-time  
**Department:** Administration  
**Location:** 200 Liberty Street New York, NY 10281

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#### POSITION SUMMARY:

The Office Manager is responsible for ensuring the effective and efficient administration of all office spaces at the Battery Park City Authority, including headquarters office spaces at 200 Liberty Street and 75 Battery Place, as well as auxiliary office spaces at 211 North End Avenue, 200 Rector Place, and the BPC Ball Fields. Services include but are not limited to courier, facilities, telecommunications, office supply and equipment purchasing, record management, and photocopier support.

200 Liberty Street, 24<sup>th</sup> floor, New York, NY 10281

[www.bpca.ny.gov](http://www.bpca.ny.gov)

**Essential Duties:**

- Supervise receptionists and part-time administrative support staff at all Authority locations, ensuring public-facing team members provide the highest level of customer service
- Manage the lifecycle of environmentally friendly office equipment and supplies, including the procurement, replenishment, and disposal of items in line with policies, procedures, and the appropriate regulations
- Ensure the successful and quiet enjoyment of the Authority's mobile and landline-based telecommunication systems, postage system, and cable television, addressing maintenance issues as needed and ensuring invoices are paid timely
- Manage and track the department's budget and expenses
- Assist the MIS department in the deployment and redeployment of desktop computers, monitors and printers
- Orient all new hires to office administration processes and procedures
- Supervise all mailroom functions for both in-house and off-site locations
- Oversee the Authority's record retention, retrieval, and storage services
- Maintain organized shared spaces and ensure regular purge of outdated items
- Serve as BPCA's fire warden, following all necessary rules and regulations
- Liaise with building management and security to disseminate information and order employee ID cards
- Manage the Authority's petty cash, in collaboration with the Finance Department
- Monitor the Authority's American Express card usage, bills, and payments
- Perform other duties as assigned

**Education and Experience:**

A High School Diploma or GED is required, some college education is preferable. A minimum of four (4) years in an office or administration services position with at least two (2) years in a supervisory role.

**Skills:**

- Ability to inform, guide, assist, and/or interpret how to follow standards and procedures regarding the use of office equipment
- Exercise sound judgment, decisiveness, and creativity in situations involving the evaluation of information and decision making
- Strong communication and interpersonal skills

**Physical Requirements:**

- Ability to lift and transfer boxes weighing up to 25 pounds.

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We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.