



Document Control Coordinator

Reports to: VP of Design and Construction

FLSA Status: Non-Exempt

Hours/Week: 37.5

Hudson River Park Trust (the "Trust") seeks a **Design and Construction Document Control Coordinator** whose primary responsibility is to administer, monitor, review and maintain documents and the document control process for the Design & Construction Department. The ideal candidate will be motivated, exceptionally organized and detail orientated. The Coordinator will handle a wide range of project-related documents as they are received, filed and distributed between the project team and other parties involved in the design, construction and maintenance of Hudson River Park, both internal and external to the Trust.

Responsibilities:

- Under the direction of the Assistant Vice President, work with members of the Design & Construction Department and Legal Department to refine and then implement a comprehensive file management system for project documents in accordance with the Trust's document retention requirements. The system will include procedures for classifying, organizing, storing and ensuring version control.
- Recommend and implement procedures regarding master document filing and retrieval systems to ensure ease-of-retrieval, version control and appropriate audit trails
- Receive and process documents from internal and external project team members, record transactions via appropriate tracking logs, route documents as needed, and file documents in appropriate electronic and paper locations, as needed

- Organize current project files, including classifying, scanning and archiving, in accordance with approved systems
- Assist project team members and other Trust staff as needed with development and maintenance of document files such as drawings, specifications, approvals, sample materials and related items
- Prepare records for inactive storage; copy and scan documents as needed
- Assist other Trust departments as needed with researching and retrieving documents (as-builts, approved submittals and similar)
- Assist with project file migrations and audits
- Perform administrative tasks as required; ensure office supplies are properly stocked and organized, accept deliveries, schedule couriers and perform similar support functions as needed
- Assume primary administrative responsibility for maintaining the on-call reprographics contract including tracking budget and expenses.
- Develop a document control policies and procedures guideline manual for the Design & Construction Dept.
- Cross training project staff on document control and filing processes
- Train and provide technical support to project team members on digital file management system used for the Design & Construction Dept. – currently, a system known as Constructware.
- Any additional document control or administrative duties as required

Qualifications:

Experience

- 2+ years' experience in areas of project technical support, document management and controls including working experience with technical documents.
- Ability to work both collaboratively with a team and independently to achieve goals under deadlines.
- Experience and interest in using electronic document management systems for controlling and reporting project data.
- Experience & IT skills required to interface with electronic systems.

- Experience with Design and Construction documents preferred.

Abilities/Skills:

- Strong Planning and Organizational Skills.
- Excellent data management techniques including but not limited to Excel, Access or other software used to manage information.
- Strong written and verbal communication skills.
- Ability to create procedural documents and to train people in their proper use.
- Ability to work both independently and in diverse, cross functional teams.
- Ability to handle multiple tasks simultaneously, identify critical tasks and establish priorities under deadlines.
- Proficient with MS office applications.
- Working knowledge of Document Control IT tools, databases, and administrative procedures.
- Ability to lift boxes weighing up to 20 pounds

Compensation:

- Competitive salary combined with an excellent benefits package including: generous PTO, medical, dental vision and disability coverage, commuter benefits, Flexible spending and participation in New York State Pension System.

Application Process:

Submit resume and cover letter to resumes@hrpt.ny.gov. Indicate Job Code: 2018 Document Control Coordinator in the subject line of the email. No phone calls please.

The Hudson River Park Trust is an Equal Opportunity Employer

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the

Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

For more information on the Park, visit hudsonriverpark.org