

## Position Description

Department: Design & Construction  
**Manager of Project Administration**



**Hudson River Park Trust**

Reports to: Vice President, PMDC      Hours/Week: 37.5      FLSA: Non Exempt

Hudson River Park Trust (the “Trust”) seeks a Manager of Project Administration (“the MPA”) to assist the Design and Construction Department in contract procurement from inception through close-out. The MPA will work closely with the Assistant Vice President of Design & Construction (AVP) to enforce, strengthen, and, as necessary, help implement systems related to administering budget, contract management and compliance for all capital projects, including architecture, engineering, construction management, construction, material inspection, and capital maintenance projects. For on-going capital projects, the MPA will assist the AVP in supervising the Trust’s capital contract compliance system, including but not limited to tracking and communicating project schedules, budgets, performing compliance audits as necessary, and ensuring consultant and contractor deliverables and inspection reports are submitted properly and in a timely fashion. At contract close-out, the MPA will assist the AVP in the provision of contractor performance evaluations, and assuring the proper turn-over of completed assets from the Design & Construction Department to the Operations, Facilities, Finance, and Legal departments.

### ***Background:***

The Trust is a public benefit corporation created by act of the New York State Legislature and a 501(c)(3) charitable organization. The mission of the Trust is to design, construct and maintain a prominent, and very heavily used, 4 mile long waterfront park on the west side of Manhattan. The Park includes landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features. Also located within the Park are several commercial facilities, including the Pier 40 parking garage, Pier 57 development site, Circle Line excursion piers and Chelsea Piers. The Trust covers its \$28 million annual operating budget through parking revenue, rents, permits, fees, grants, donations generated by a “Friends” organization and other private sources. Approximately 75% of the Park has been constructed with a mix of State, City and Federal capital funding. Total investment in all facilities within the Park is approximately \$540 million.

### ***Responsibilities/Duties:***

The Manager of Project Administration’s responsibilities include, but are not limited to, the following:

- Assist with the administration of Bids and Request for Proposals (“RFP”) including development of contractor / consultant listings, contractor / consultant outreach campaigns prior to and during procurement, pre-bid and/or proposal meeting assistance, and other tasks as needed to support public bid and/or RFP procurement.
- Assist in the Bid and RFP process including development and management of all the MWBE, DBE, and SDVOB outreach campaigns associated with both construction bids as well as consultant RFPs.

- Assist during the public procurement process w/packaging, distribution, archiving, scanning, copying and filing received bids and/or proposals.
- Review, monitor and verify all contractor and/or consultant monthly applications for payment with compliance with contract requirements for insurance, prevailing wage reporting, safety compliance, EEO, MWBE, SDVOB reporting, and other utilizations as required. Direct coordination with project and construction managers, as well as with the finance and legal departments in supporting timely contractor and/or consultant payments.
- Preparation of all required internal as well as state and local government monthly, quarterly and annual reporting relating to design and construction, including MWBE, DBE, and SDVOB compliance and reporting utilizing state and local government on-line reporting systems.
- Coordinate with Trust compliance staff to assure contract administration adherence to NYS mandated W/MBE, DBE and SDVOB requirements; liaise with the Trust's Insurance Manager to review adequacy of insurance coverage and limits and confirm timely submission of COIs; assist Design & Construction staff to meet other compliance and reporting requirements of New York City, New York State, and Federal agency funding sources.
- Manage and maintain all design and construction project records including hard copy, digital, and other media formats.
- Document archive management of all design and construction projects including but not limited to construction documentation, submittals, applications for payments, construction bids and/or RFP's.
- Manage and maintain the on-line project management system for all design and construction contracts using Autodesk Constructw@re / BIM360 System.
- Work with Legal, Finance and Design & Construction staff in the production and administration of Funding Agreements with New York City agencies and Grant Agreements with Federal entities.
- Provide administrative support to the Design & Construction Department, as well as to various project and construction management consultant teams.
- Assist in the management of FEMA payment and/financial reporting, tracking of project payments, reporting requirements, back-up documentation, and other services as required.
- Support Design & Construction staff on other project work.

***Required Education and Experience:***

- Bachelor's degree, three to five years of project management/administration experience, preferably in design and construction projects.
- Experience with construction bid and consultant RFP packages, ability to review contract documents including contract drawings and technical specifications, RFIs and payment requisitions.
- Experience with State or City Procurement.
- Exceptional written and verbal skills, ability to clearly communicate throughout the organization.
- Strong administrative skills, experience in budgeting and reporting.
- Computer literacy in MS Outlook, Word, PowerPoint, Excel programs, Autodesk Constructw@re / BIM 360 and New York State Contracts.Com

***Essential Traits:***

- Ethical Conduct
- Strategic Thinking/Decision Making
- Problem Solving/Analysis
- Collaboration/Congeniality
- Thorough/Detailed/Organized
- Ability to multi-task and function efficiently in a busy department

***Compensation/Benefits:***

Competitive annual salary of \$65,000 - \$80,000, depending upon qualifications, and an excellent benefits package including: paid holidays, vacation time, sick and personal time, medical, dental and vision insurance, and participation in New York State Pension System.

***Application Process:***

Interested applicants are to submit a cover letter describing their interest in this position and a resume to Kate Yarhouse, Director of Human Resources at [resumes@hrpt.ny.gov](mailto:resumes@hrpt.ny.gov). Indicate Job Code: HRPT 2017 MPA in the subject line of the email.

No phone calls please.

**More information on the Hudson River Park is available at:**

**[www.hudsonriverpark.org](http://www.hudsonriverpark.org)**

**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](mailto:info@goer.ny.gov).*