

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice

Civil Service Title: Administrative Space Analyst	Level: M1 (Non-Managerial)
Title Code No 1003D	Salary: \$58,700-\$103,000
Office Title Portfolio Specialist	Work Location: 1 Centre Street NY, NY 10007
Division/Work Unit: Real Estate Services/PPM	Number of Positions: 2

Job Description

The Real Estate Services (RES) division of DCAS supports the operations of the government of the City of New York by providing services for the City's real estate needs. RES is responsible for the space planning and management of 37 million square feet, Citywide acquisitions (lease or purchase), sales and other dispositions of City-owned real estate, architectural design and project management, zoning and land use analyses, disposition of 15,000 City-owned lots, property valuation, and financial analysis of real estate transactions.

The Portfolio Planning and Management (PPM) team plays a crucial role in redefining the parameters of RES projects to make the use of space more efficient. The team is responsible for conducting regular space utilization surveys to evaluate head count and space utilization to ensure the lowest possible number of physical workspace vacancies and analyze results to identify spaces with potential to accommodate additional staff through re-design, consolidation, space reallocation or relinquishment, as appropriate, for recommendation to the leasing and design teams. Team members work closely with the Facilities Management, Leasing, and Design and Project Management teams on space management and utilization initiatives and review opportunities to optimize and create new spaces.

We are seeking to hire an Administrative Space Analyst (M1) to fulfill the functions of Portfolio Specialist (non-managerial). The Portfolio Specialist serves as liaison to assigned City agencies and endeavors to understand each agency's operational needs as they relate to real estate to ensure that their space needs are most efficiently met. They work with team members to survey the portfolio of City-owned and leased properties as needed, create, and update architectural floor plans and furniture layouts in AutoCAD of all spaces to document existing conditions, and develop architectural programs and test fits in coordination with the Workplace Services team to ensure consistent application of the DCAS Citywide Space Standards as well as proper space utilization. The Portfolio Specialist also supports the Strategic Planning team on special projects front end planning and conceptual stacking plans. In addition, the Portfolio Specialist plays a critical role in transferring projects to the Design & project Management unit for follow up and execution. Other responsibilities include:

Job responsibilities include, but are not limited to:

- **Responsibility #1:** Evaluate agencies' new space need requests to develop architectural programs
- **Responsibility #2:** Draft outline scopes of work and blocking plans/test fits to propose projects directed to maximizing and/or improving space utilization for City-owned office space & privately owned leased space
- **Responsibility #3:** Update/Create AutoCAD architectural floor plans and furniture layouts, as required, for the DCAS portfolio of City-owned buildings and privately leased spaces to document existing conditions.
- **Responsibility #4:** Conduct walk-throughs and assess space utilization in City-owned and leased space to better understand agencies' operational needs
- **Responsibility #5:** Collaborate with the strategic planning, leasing and design teams the planning for the build out of new spaces.
- **Responsibility #6:** Oversee regular updates and suggestions to the DCAS Citywide Space Standards, Workplace Strategy Guidelines and Interior FF&E standards in collaboration with the Workplace Services team and Design & Project Management

Qualification Requirements

1. A baccalaureate degree from an accredited college or university **and** five years of satisfactory, full-time paid experience requiring general knowledge of construction and construction costs, electronic data processing equipment, telephone communications systems, building standards and leasing procedures, in the evaluation and layout of space in office buildings, garages and other structures used for commercial and industrial purposes, at least two years of which shall have been of a supervisory nature; **or**
2. A four-year high school diploma or its education equivalent, which includes a U.S. Armed Forces G.E.D. certificate with a score of at least 35 on each of the five tests and an overall score of at least 225 in the examination for the diploma or certificate, **and** nine years of satisfactory, full-time paid experience as described in "1" above, at least two years of which shall have been of a supervisory nature; **or**
3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. However, all candidates must have a four-year high school diploma or its education equivalent **and** at least two years of supervisory experience as described in "1" above.

Preferred Skills

1. Architecture Registration or NCIDQ Certification preferred, but not required
2. Proficiency in computer programs such as Word, Excel, Powerpoint, Adobe Acrobat, Adobe Photoshop, BlueBeam and updated versions of AutoCAD.
3. Familiarity with portfolio management data systems such as ARCHIBUS.
4. Familiarity with workplace strategies.
5. Experience with managing complex projects involving multiple stakeholders
6. Comfortable with the preparation of budgets and timelines for real estate projects
7. Experience with assessing existing space for occupancy capability and consolidation/restack potential
8. Familiarity with NYC Building Code.
9. Familiarity with NYC government agency operations.
10. Familiarity developing scopes of work.
11. Demonstrated ability to work independently and as part of a team
12. Proactive & driven with ability to generate positive solutions and results
13. Ability to reprioritize projects & deliverables frequently
14. Ability to think strategically and analyze all potential issues and alternative solutions
15. Strong interpersonal and customer skills in order to effectively communicate with multiple stakeholders

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

Post Date:

Post Until:

JVN:

The City of New York is an Equal Opportunity Employer.