

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

Civil Service Title: Administrative Space Analyst	Level: M1
Title Code No 10037	Salary: \$90,000-\$110,000
Office Title: Workplace Strategist	Work Location: 1 Centre Street NY, NY 10007
Division/Work Unit: Real Estate Services/Strategic Planning	Number of Positions: 3

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 Strategic Planning Unit leads efforts to consolidate the citywide real estate portfolio, partnering with other teams in RES, City agencies, and the Office of Management and Budget (OMB) to develop and implement projects that deliver cost savings for the City of New York. The Strategic Planning Unit oversees the entire life cycle of a project to consolidate or relinquish space, including creating the initial concept, developing timelines, design documents and cost estimates, obtaining buy-in from agency partners, and managing implementation. The unit also leads process and operational improvements for RES, such as developing RFPs for leased real estate and implementing new technology to enhance project tracking and reporting.

We are seeking to hire an Administrative Space Analyst (M1) to fulfill the functions of a Real Estate Strategist (non-managerial). The Real Estate Strategist will lead the development of proposals for consolidation, relinquishment, relocation and/or restacking of office space within the City's owned and leased real estate portfolio in order to maximize space utilization and generate cost savings across the portfolio. The Real Estate Strategist is a detail-oriented, collaborative, and solutions-focused thinker with strong writing and communication skills who is comfortable working in a multi-disciplinary environment. The successful candidate will be required to collaborate with the client agency and other internal Real Estate units to understand client agency operational requirements, have high level discussions about their portfolio present and future needs, and analyze relevant leasing data in order to conceptualize a project and prepare timelines, cost estimates, design materials and schedules to assemble a project strategy for implementation. Experience in large institutions or corporations with significant real estate assets is preferred. Experience in workplace programming and/or strategic planning is required. Additional responsibilities include:

Job responsibilities include, but are not limited to:

- **Responsibility #1:** Collaborate with client agencies and teams across RES to compile relevant information about lease agreements, capital investment needs, and utilization of City-owned and leased properties
- **Responsibility #2:** With guidance from team members, apply relevant data to develop detailed, actionable plans for consolidation, relinquishment, relocation and/or restacking of office space
- **Responsibility #3:** Collaborate with agency partners to identify space needs and operational requirements
- **Responsibility #4:** Schedule and manage project meetings as needed
- **Responsibility #5:** Coordinate inputs from multiple team members with different areas of expertise
- **Responsibility #6:** Develop project schedules and timelines. Track special projects progress as needed to ensure critical milestones are met.
- **Responsibility #7:** Develop capital and expense cost estimates
- **Responsibility #8:** Develop blocking plans and conceptual test fits
- **Responsibility #9:** Develop estimates for cost savings resulting from the proposed project
- **Responsibility #10:** Identify and troubleshoot logistical, financial, and design challenges

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. Proficiency in computer programs such as Word, Excel, Powerpoint, Adobe Acrobat, Adobe Photoshop, BlueBeam and updated versions of AutoCAD.
2. Architecture Registration or NCIDQ Certification preferred, but not required
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.