



Kathy M. Sheehan  
Mayor

Tolani Elumade, MPA, MPS  
Office of Human Resources

Albany City Hall  
24 Eagle Street, Rm 301  
(p) 518-434-5049  
(f) 518-434-5269

## Notice of Job Opening

**Position:** Director of Infrastructure Management

Applicants must meet the requirements outlined in the enclosed job description.

\* PLEASE NOTE that this position is pending Municipal and New York State Civil Service Classification into the Exempt Class. An individual who meets the minimum qualifications as stated in the job description may fill this position on a provisional basis.

\*\* Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted an exemption for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless an exemption is received and approved by the Office of Human Resources.

**Department:** Mayor's Office & Department of General Services

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$92,200 - \$138,300 annually  
Commensurate with qualifications and experience

**Schedule:** 37.5 hours/week

**Application Deadline:** **Until Filled**  
Please submit your resume and a cover letter via e-mail to [asalmon@albanyny.gov](mailto:asalmon@albanyny.gov)

**Residency Requirement:** YES  
Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Thursday December 1, 2022.**

## **DIRECTOR OF INFRASTRUCTURE MANAGEMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** Reporting to the Mayor, the incumbent of this position is responsible for managing and coordinating implementation of capital infrastructure projects through the planning, design, and construction phases. Responsibility involves working with leadership to prioritize capital projects, providing long and short-term strategic planning assessments, coordinating and participating in capital project meetings at any phase to ensure that projects are progressing in a timely manner, and working with consultant contracts to ensure the capital improvement needs of stakeholder departments are managed in an equitable and orderly fashion. Extensive liaison is maintained with managers in stakeholder departments to ensure goals and objectives are clearly defined, external partners such as consultants and agencies to ensure coordination of project and work timelines, and engineering and other professional staff within the department to solicit information needed to properly carry out position responsibilities. Supervision is exercised over professional, technical, and administrative support staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Ensures the administration and implementation of a portfolio of capital projects for the City of Albany;
- Consults with the Mayor, Budget, General Services, Engineering, Planning, Recreation, Police, Fire, etc. in the prioritization of capital project initiatives for all City departments;
- Directs, coordinates and participates with professional, technical and administrative employees in planning, preparing and estimating capital improvement projects for buildings and infrastructure in design and construction phases, for both in-house managed projects and projects managed through consultant contracts;
- Works with engineering, technical, and administrative staff throughout the department to coordinate meetings involving various stakeholder departments to consult about planned capital as well as projects in progress in order to help address any issues, and to track project progression;
- Oversees the transition of each approved capital project initiative from planning, budgeting, bidding and through all project execution phases;
- Advises and makes recommendations on difficult technical, logistical, and administrative problems associated with design contracts and post-award administration of construction contracts;
- Advises and consults with the Commissioner of General Services, Mayor's Office, and executive staff regarding the progress of project planning and development, and on issues relating to the execution of capital projects in progress; makes recommendations to amend processes, or assists in resolving complex problems in the field;
- Uses a variety of automated reporting mechanisms and holds regular meetings to track progress of projects in all stages of development and execution;
- Coordinates capital project planning operations with applicable City Departments and other outside agencies to consult on issues relating to proposed contracts, the funding of projects, and in planning project work schedules with municipalities and utility companies, etc.;
- Evaluates capital improvement project proposals submitted by stakeholder departments or consultants;
- Ensures the appropriate and timely reporting of statistics, costs, inspections studies and other

- documentation as required;
- Works closely with executive leadership in the development of the annual capital budget presentation;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, and email and database software in performing work assignments;
- Performs related work as required

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Demonstrated knowledge in Engineering, Architecture, and/or Construction Management;
- Extensive knowledge of principles, policies and practices relating to construction projects with a solid track record of delivering projects on time and on budget;
- Excellent verbal & written communication, organizational and time management skills required
- Must be able to multi-task and prioritize in a deadline-oriented environment with the ability to manage multiple projects at one time
- Proven track record of strong financial project management skills
- Possess exceptional attention to detail, strong analytical, problem solving and follow-up skills necessary
- Must have the ability to work independently, and use sound business judgment
- Problem solving, reasoning, motivational and organizational abilities are used often
- Able to work under pressure and meet deadlines, while managing multiple tasks
- Good knowledge of engineering, budgeting, cost estimating and procurement for the purposes of monitoring adherence to capital projects' specifications;
- Good knowledge of departmental objectives, policies, operations as they relate to capital projects;
- Ability to establish effective working relationships with individuals from other departments, municipal, state and federal agencies as well as consultants and contractors;
- Ability to communicate effectively, both orally and in writing;
- Ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software;
- Reliability;
- Accuracy;
- Resourcefulness;
- Initiative;
- Good judgment;
- Tact;
- Physical condition commensurate with the duties of the position.

**MINIMUM QUALIFICATIONS:**

- Graduation from a regionally accredited or New York State registered four (4) year college or university with a Degree in Engineering; Construction Management; Business Administration; or closely related field **AND** 5 years' experience in engineering, project management, or construction administration, three years of years of which must have involved the oversight and coordination of consultants and/or contractors working on complex capital improvement projects; **OR**
- Bachelor's Degree (any field) **AND** 7 years of experience as stated above; **OR**
- Any equivalent combination of training and experience as defined by the limits of (A), or (B) above.

**Note:**

Satisfactory completion of 30 credits towards a Master's Degree in Engineering or related field may be substituted for one year of required experience

**SPECIAL REQUIREMENT:**

- A valid NYS Driver's License is required at time of appointment and for the duration of employment

**PREFERRED QUALIFICATIONS:**

- Familiar with New York State and City of Albany building codes
- PC skills including MS Word, Excel, Outlook, and PowerPoint