

**City of New York
Parks & Recreation**

**Citywide Job Vacancy Notice
Posting № 006450**

Civil Service Title: Administrative Staff Analyst
Title Code No: 10026
Office Title: Director of Employment Counseling

Level: M2
Salary: \$75,000- \$85,000
Work Location: Arsenal West, Manhattan
Number of Positions: 1

The Parks Opportunity Program (POP) provides on the job training, employment readiness counseling, and job placement assistance to Work Experience Program (WEP) and transitional employment trainees.

MAJOR RESPONSIBILITIES

- Ensure all POP trainees receive quality employment counseling and case management services to assist them in achieving independence and private sector employment. Promote POP training and employment services to potential clients and employers.
- Serve as the main contact for employment counseling best practices and clinical case issues. Make policy recommendations to senior program management. Advise staff from all divisions on case management issues and appropriate resources for a diverse client population.
- Work closely with senior management on weekly and monthly reporting within the agency, Human Resources Administration (HRA) and other agencies as needed, including developing appropriate procedures and policies for performance monitoring and tracking.
- Supervise and recruit all POP Counseling staff, including administrative interns and Social Work students.
- Work closely with counseling staff to develop a cohesive and appropriate curriculum for POP and WEP trainees. Revise curriculum when necessary to reflect changes in the agency and HRA policies.
- Develop and maintain links and partnerships with other agencies to provide clinical services for clients. Council staff on referrals to outside agencies and services for trainees. Provide crisis intervention, substance abuse and mental health evaluations, and individual counseling.
- Provide professional development workshops based on staff and individual needs, including specific training for new and junior counselors to introduce them to the POP counseling curriculum. Coordinate clinical staff supervision groups for all counseling staff members and facilitate counseling and mutual aid groups for POP staff as necessary.
- Work closely with Job Development division to coordinate presentation and delivery of POP employment services to trainees.
- Coordinate with the Retention unit to deliver transitional benefits and post-employment services as well as develop new initiatives in response to changes in local and federal welfare policies.
- Manage individual and divisional staff needs while maintaining the mission of the Parks Opportunity Program.

QUALIFICATION REQUIREMENTS

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

PREFERRED SKILLS/ QUALIFICATIONS

1. A Master's degree in Social Work or Counseling or a Bachelor of Social Work with post graduate experience. New York State License Master of Social Work or Clinical Social Work.
2. Experience working with the welfare-to-work population and knowledge of citywide resources and enthusiasm for helping people obtain employment. Substantial professional experience working with groups, case management or clinical experience.
3. Strong administrative and organizational skills. Proficiency in Microsoft Access, Excel, PowerPoint and Word.

To apply, please submit cover letter & resume with JVN # to:

Personnel – Recruitment
City of New York/Parks & Recreation
24 West 61st Street, 2nd floor
New York, NY 10023
Email: grow@parks.nyc.gov
Attention: JVN# 846-10-006450
Notice to Parks applicants – include your ERN on all correspondence.

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ARE EQUAL OPPORTUNITY EMPLOYERS
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Telecommunications Device for the Deaf: (800) 281-5722**

POST DATE: 09/18/09

POST UNTIL: 10/09/09

JVN: 846/10/006450

NOTE: All resumes must be received no later than the last day of the posting period.