

ONLY CURRENT CITY EMPLOYEES ARE ELIGIBLE TO APPLY*

Civil Service Title: Administrative Staff Analyst
Title Code No: 10026
Office Title: Director of Government Relations

Level: M2
Salary: \$70,000 - \$85,000
Work Location: Arsenal, Manhattan
Number of Positions: 1

MAJOR RESPONSIBILITIES

- With wide latitude for initiative, innovation, judgment and leadership, work with the Deputy Commissioner for Community Outreach and staff to develop, implement and monitor Parks' political engagement strategy.
- Oversee the preparation of testimony and comprehensive materials for the department's monthly public oversight and legislative hearings before the City Council.
- Build relationships with federal, state and local authorities, agency heads and key policy makers.
- Analyze and prepare detailed responses to proposed city, state and federal legislation.
- Serve as a liaison to Mayor's legislative offices, elected officials and other government agencies at the City, State and Federal levels.
- Represent the agency at external meetings and provide briefings on relevant Parks-related issues.
- Manage the preparation of materials for meetings with elected officials including detailed reports on agency funding and programming.
- Monitor and respond to correspondence from elected officials and constituents on legislative matters.

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.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. Master's degree in public administration or a related field.
2. Familiarity with all aspects of agency operations.
3. Comprehensive knowledge of New York City government as well as government at the state and federal levels.
4. Ability to work both independently and as part of a team to build and maintain partnerships.
5. Excellent writing, communication, organizational, presentation and analytical skills.
6. Proficiency in Access, Excel, PowerPoint, and Word.
7. Valid New York State driver license.

If you have any questions regarding this vacancy, please call the Personnel Division at 212-830-7851.

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
Fax: (917) 849-6490
Attention: JVN# 846-11-83535
Notice to Parks applicants – include your ERN on all correspondence.

**THE CITY OF NEW YORK
AND
THE CITY OF NEW YORK / PARKS &
RECREATION
ARE EQUAL OPPORTUNITY EMPLOYERS
M/F/D/V
Telecommunications Device for the Deaf: (212) 504-4115**

POST DATE: 3/8/11	POST UNTIL: 03/16/11**	JVN: 846/11/83535
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NOTE: All resumes must be received no later than the last day of the posting period.

*Due to budget constraints this position may be limited to City/Tax levied funded employees.

**Posting period extended to 03/16/11. Previous applicants to this vacancy do not need to reapply.