

**City of New York
Parks & Recreation**

**Citywide Job Vacancy Notice
Job ID № 126601**

Civil Service Title: Administrative Staff Analyst
Title Code No: 1002D
Office Title: Director of GreenThumb

Level: NM
Salary: \$90,000 - \$109,000
Work Location: 49 Chambers St., Manhattan
Number of Positions: 1

NYC Parks' GreenThumb program is the nation's premier community gardening program. Funded primarily by Federal Community Development Block Grants, the program turns once vacant land in eligible areas into publicly accessible community gardens, urban farms and public spaces. Through its cache of over 600 community gardens, GreenThumb provides support and capacity building assistance to thousands of gardeners and community residents. GreenThumb's operations division, the Land Restoration Project, provides support by delivering supplies and renovating garden sites.

MAJOR RESPONSIBILITIES

- Under direction of the Deputy Commissioner for Community Outreach, manage a staff of 17, a program budget of nearly \$1 million dollars and a network of over 8,000 gardeners and partners.
- Lead current and future community gardening and urban agriculture initiatives on behalf of the Parks Department.
- Oversee implementation of Mayor Bloomberg's Obesity Task Force's "Gardens for Healthy Communities" initiative.
- Liaison with Parks divisions, city agencies and elected officials. Represent the Agency at gardening related forums and conferences.
- Work with Mayor's Office and Department of Citywide Administrative Services (DCAS) in the implementation of Local Law 48 of 2012.
- Serve as the final decision maker on the Community Garden Group Selection Panel.
- Direct the re-registration and licensing of the 600 existing community gardens.
- In collaboration with GrowNYC, oversee implementation of the School Gardens Initiative.
- Oversee the development and implementation of annual events, monthly workshops and distribution of supplies.
- Complete annual report as requested by the Office of Management and Budget and additional special projects as needed.

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. Experience working with a diverse constituency and familiarity with New York City community organizations.
2. Strong leadership and supervisory skills. Community organizing and organizational development experience.
3. Proficiency with spreadsheet, word processing and presentation software.
4. Valid New York State driver license.
5. Available to work evenings and weekends as needed.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID# 126601**

Include your ERN on all correspondence.

For all other applicants:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID# 126601**

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

POST DATE: 08/16/13	POST UNTIL: 08/30/13	Job ID: 846/14/126601
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NOTE: All resumes must be received no later than the last day of the posting period.