

Civil Service Title: City Planning Technician
Title Code No: 22121
Office Title: City Planning Technician

Level: NA
Salary: \$40,000 - \$50,000
Work Location: Olmsted Ctr., Queens
Number of Positions: 1

The City of New York Department of Parks & Recreation (DPR) manages over 29,000 acres of City-owned property for the use of New York City residents and visitors from around the globe. DPR’s Capital program includes more than \$2 billion over the next 10 years to upgrade, expand, design and build recreational park space citywide. The Systems & Analysis unit provides technical support to the borough teams in the Capital division, and provides critical analysis to help the division perform efficiently.

MAJOR RESPONSIBILITIES

- Under direct supervision of the Director of Systems & Analysis, with latitude for independent initiative and judgment, perform basic research, analysis and planning activities.
- Support Capital staff with tracking software (Unifier).
- Analyze and summarize data on the budgets and schedules of design and construction efforts.
- Serve as a liaison with Parks’ Operations and Management Planning division for the Mayor’s Management Report (MMR).
- Assist with GIS map production and analysis.
- Facilitate in the preparation of PowerPoint presentations to outside organizations on various Capital or Borough Team initiatives.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college; or
2. An associate degree from an accredited college or completion of two (2) years of study (60 credits) at an accredited college and two (2) years of satisfactory full-time experience of the type listed under “Examples of Typical Tasks”; or
3. Education and/or experience which is equivalent to “1” or “2” above. However, all candidates must have completed at least 60 college credits.

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. Strong writing and administrative skills.
2. Proficiency in Microsoft Word, Excel, PowerPoint and Adobe Suite CS5.5.
3. Knowledge of excel VBA and Macros.
4. Knowledge of Python for GIS.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID# 124129**

Include your ERN on all correspondence

For all other applicants:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID# 124129**

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AND
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Telecommunications Device for the Deaf: (212) 504-4115

POST DATE: 07/26/13	POST UNTIL: 08/09/13	Job ID: 846/14/124129
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NOTE: All resumes must be received no later than the last day of the posting period.