

**City of New York  
Parks & Recreation**

**Citywide Job Vacancy Notice  
Job ID № 126626**

Civil Service Title: Administrative Staff Analyst  
Title Code No: 1002A  
Office Title: Real Estate Specialist

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

The Planning & Parklands division represents the Agency in complex planning and development initiatives, parkland acquisitions, environmental reviews and land use matters; facilitates the creation of plans for new and existing parks and advises on funding strategies and grants. The division is at the forefront of the Agency's open space agenda; communicating agency goals and policies and advancing plans for a vibrant and sustainable park system that meets the recreational, social and environmental needs of our City.

**MAJOR RESPONSIBILITIES**

- Under direction, provide support and expertise on behalf of the Agency for real estate matters pertaining to the protection of existing open space resources, facilitate new acquisitions and advise on other Parks-related real estate matters.
- Work with the Director of Parklands to identify and evaluate acquisition opportunities to advance the planning and implementation of Parks' projects and programs.
- Conduct financial analysis of Parks-related real-estate matters.
- Develop methodologies for and perform pro-forma analyses.
- Draft appraisal scopes; review and critique appraisal reports.
- Develop, review and negotiate agreements with private developers and government entities pertaining to proposed new open space or to ensure the protection of existing open space.
- Interface with agency and division staff, and other government entities involved in real estate transactions on behalf of the Agency.
- Assist in the review and negotiation of legal documents including purchase and sale agreements and conservation easements.
- Build and maintain relationships with landowners and their representatives and relevant not for profit land conservancy organizations to facilitate the protection and acquisition of open space resources.
- Research and strategize on funding opportunities to provide for the acquisition of land to facilitate open space goals.
- Conduct due diligence and estimate acquisition costs related to strategic acquisition projects.
- Perform field based research and analysis in support of agency planning needs.
- Develop reports, maps, presentation material and other documents related to open space opportunities for consideration or in progress.

**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 urban studies, real estate, business administration, city planning, public administration, or related fields.
2. Strong interpersonal, writing, communication and negotiation skills; experience with relationship building.
3. Strategic and analytic thinking skills and superior judgment.
4. Proficiency in computer software including Microsoft Word and Excel, AutoCAD, and ArcView and GIS databases.
5. Understanding and interest in the ecology, natural environment, and recreational facilities of New York City.
6. Valid New York State driver license.

**City employees:**

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID# 126626**

Include your ERN on all correspondence.

**For all other applicants:**

- 1) Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search)
- 2) Search for **Job ID# 126626**

**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: 09/13/13	POST UNTIL: 09/20/13*	Job ID: 846/14/126626
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NOTE: All resumes must be received no later than the last day of the posting period. \*Posting period extended to 09/20/13. Previous applicants to this vacancy do not need to reapply.