

Civil Service Title: Administrative Community Relations Specialist
Title Code No: 1002F
Office Title: Director of Programming and Development

Level: NM
Salary: \$90,000 - \$95,000
Work Location: Arsenal North, Manhattan
Number of Positions: 1

The Programming and Development Unit falls under the Education and Wildlife division, and works closely with the Urban Park Rangers and Wildlife units.

MAJOR RESPONSIBILITIES

- Under the direction of the Chief of Education and Wildlife, with wide latitude for independent judgment and decision making, manage and oversee the development and evaluation of all environmental education, outdoor recreation and conservation mentoring programs.
- Ensure programmatic alignment with agency and city goals and initiatives.
- Guarantee programmatic excellence, consistency and standardization across five boroughs and multiple units.
- Establish and manage productive programmatic partnerships and serve as liaison to other divisions and partner organizations.
- Oversee marketing, promotion and outreach for all programs.
- Oversee management of the Alley Pond Park Adventure Course.
- Coordinate program partnerships and development with schools and other educational institutions and organizations.
- Develop and coordinate training for parks-related natural and cultural history and park-based education programs.
- Manage central booking and coordination of programs.
- Manage financial, budget and purchasing issues for Programming and Development unit.
- Supervise staff; assist the recruitment, training and development of seasonal and full-time employees.
- Produce reports and program related data for the Chief of Education and Wildlife and other agency leadership.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) and four years of satisfactory, full-time community liaison, community organization or community relations experience, at least two years of which must have been in a broad administrative or policy-making capacity with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity; or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and eight years of satisfactory, full-time experience as described in "1" above, at least two years of which must have been in a broad administrative or policy-making capacity with responsibilities as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. Undergraduate education above the high school level may be substituted for the community liaison, community organization or community relations experience, but not for the two years of broad administrative or policy-making experience described in "1" above, at the rate of 30 semester credits from an accredited college or university (as described above) for each year of experience, up to a maximum of 4 years. Graduate education beyond the baccalaureate degree may be substituted for the community liaison, community organization or community relations experience, but not for the two years of broad administrative or policy-making experience described in "1" above, on the basis of 30 graduate credits from an accredited college or university (as described above) for each year of experience, up to a maximum of 2 years. However, all candidates must possess a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and two years of full-time experience in a broad administrative or policy-making capacity with responsibilities 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 preferred.
2. Strong leadership skills and ability to make informed decisions promptly, juggle and prioritize multiple tasks and meet deadlines.
3. Experience working with managers in different Parks divisions.
4. Excellent oral and written communication skills.
5. Knowledge of K-12 education program development and coursework.
6. Valid New York State driver license.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
 - 2) Search for **Job ID#: 268153**
- Include your ERN on all correspondence.

For all other applicants:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 268153**

**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
www.nyc.gov/parks**

POST DATE: 10/20/16

POST UNTIL: 11/15/16

Job ID#: 268153

NOTE: All resumes must be received no later than the last day of the posting period.
References will be required upon request.