

Civil Service Title: Director of Regional Joint Interest Park
Title Code No: 05146
Office Title: Director of Olmsted Operations

Level: MI
Salary: \$80,000 - \$87,000
Work Location: Olmsted Center, Queens
Number of Positions: 1

MAJOR RESPONSIBILITIES

- Under the direction of the Chief of Staff, with wide latitude for independent initiative and judgment, oversee all maintenance and operations activities at the Olmsted Center.
- Directly supervise facilities staff.
- Manage all furniture and equipment moves in the building to promote maximum utilization of the facility.
- Coordinate with Telecommunications to manage phone and communications issues.
- Work with Citywide Operations to handle all vehicle issues related to the Capital Projects fleet, including Fast Fleet.
- Oversee the issuance of parking permits, maintain the permits database and handle parking issues.
- Maintain accurate records and receiving reports, as requested.
- Administer additional special projects, as needed.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and four years of full-time progressively responsible experience in one or more of the following fields: technical maintenance and operations of park facilities, policy formulation and implementation, business promotion, including a minimum of 18 months in a responsible administrative, consultative, managerial or executive capacity; or
2. Education and/or experience which is equivalent to "1". However, all candidates must have 18 months of responsible administrative, consultative, managerial or executive 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. Excellent customer service, organizational and supervisory skills.
2. Strong computer skills, including Microsoft Access, Excel and Word.
3. Experience monitoring contracts and/or staff.
4. Valid New York State driver license.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 291285**

Include your ERN on all correspondence.

For all other applicants:

Click here to apply: [Director of Olmsted Operations](#) **OR**

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 291285**

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Telecommunications Device for the Deaf: (212) 504-4115
www.nyc.gov/parks

POST DATE: 06/23/17

POST UNTIL: 07/10/17*

Job ID#: 291285

NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 07/10/17. Previous applicants are still under consideration and need not reapply. References will be required upon request.