



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 590873

Office Title: Citywide Chief of Special Programs for the First Deputy Commissioner

Civil Service Title: Administrative Park and Recreation Manager **Title Code No:** 10072 **Level:** MVI

Salary: \$165,000

Number of Positions: 1

Work Location: Arsenal, Manhattan

NYC Parks is the steward of more than 30,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 1,800 basketball courts, 550 tennis courts, 67 public pools, 51 recreational facilities, 15 nature centers, 14 golf courses, and 14 miles of beaches. We care for 1,200 monuments and 23 historic house museums. We look after 600,000 street trees, and two million more in parks. We are New York City's principal providers of recreational and athletic facilities and programs. We are home to free concerts, world-class sports events and cultural festivals.

Major Responsibilities

- Under direction of the First Deputy Commissioner (FDC) with great latitude for the exercise of independent judgment, manage aspects of the divisions under the office purview.
- Plan and coordinate all required and mandatory training programs as directed by the FDC.
- Oversee operational requirements according to City and State regulations.
- Utilize knowledge of Parks operations including that of Beach, Pool and recreational programs.
- Serve as the agency representative in mediating situations involving patrons, employees and community groups which are sensitive or complex in nature.
- Develop procedures for administration of short- and long-term projects.
- Promote agency recruitment efforts.

Qualification Requirements

1. A baccalaureate degree from an accredited college plus four years of satisfactory, full-time experience in recreation leadership, gardening, grounds maintenance, building maintenance or construction, of which 18 months must have been in an administrative, consultative, managerial, or executive capacity; or
2. High school graduation or its educational equivalent plus six years of experience as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must possess the 18 months of administrative, consultative, managerial, or executive experience as described in "1" above.

License Requirement

A Motor Vehicle Driver's License valid in the State of New York is required within six months of the date of appointment.

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 within 90 days of hire for all other candidates.

Preferred Skills/Qualifications

Preference will be given to 1) employees who qualify for the APRM promotional exam 2) permanent employees in or on leave from a comparable title or 3) employees who are reachable on a comparable civil service list.

1. Excellent supervisory, project management, administrative, analytical and communication skills.
3. Demonstrated ability to develop and implement new programs and manage multiple stakeholders.
4. Strong familiarity with various agency divisions and operations.
5. Ability to anticipate and respond to unexpected situations. Excellent problem-solving skills.
6. Proficiency in computer software, including Microsoft Word, Excel, PowerPoint, Access, Teams, and GIS.
7. Available to work some evenings and weekends.

How to Apply

Parks Employees:

- 1) From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under Applications or use this link: <https://hrb.nycaps.nycnet/>. Once in **ESS**, go to Careers and search for **Job ID# 590873**. Do not access **ESS** using nyc.gov/ess from a Parks computer.

Parks & City Employees:

- 2) From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to nyc.gov/ess or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Careers and search for **Job ID# 590873**.

Include your ERN and **Job ID# 590873** on your cover letter and resume.

All other applicants

Click Here to Apply: [Citywide Chief of Special Programs for the First Deputy Commissioner](#) OR

Go to nyc.gov/careers/search and search for **Job ID# 590873**.

POST DATE: 06/23/2023

POST UNTIL: 07/14/2023

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

nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115