

Civil Service Title: City Park Worker
Title Code No: 90641
Office Title: Inspector

Level: NA
Salary: \$36,000 - \$44,000 +\$4,377 (assignment differential)
Work Location: Arsenal, Manhattan
Number of Positions: 1

The Revenue Division develops and manages concession agreements for a wide variety of businesses which operate on parkland, ranging from pushcarts to Tavern on the Green in Central Park to golf courses and ice skating rinks across the city. The Revenue division helps bring world-class services to Parks patrons while securing a valuable revenue stream for the agency. Inspectors help ensure that concessionaires are complying with the rules and regulations of their permits and licenses agreements and other applicable city, state, and federal codes, rules and regulations.

MAJOR RESPONSIBILITIES

- Visit and inspect Parks & Recreation concessions throughout the five boroughs.
- Investigate complaints, incidents and unauthorized activity at concessions.
- Perform safety checks on facilities and equipment.
- Gather and document information to ensure that concessionaires are in compliance with their contracts and government regulations.
- Analyze and summarize data. Prepare reports for the Assistant Commissioner for Revenue and Marketing regarding inspection results and recommendations.
- Be prepared to work independently as well as part of a team and initiate projects based on research and findings from inspections.
- Report to Director of Concessions Compliance, Revenue Division.

QUALIFICATION REQUIREMENTS

1. There are no formal education or experience requirements for this position.
2. A Motor Vehicle Driver’s License valid the State of New York is required.
3. Ability to read and to understand and obey orders is required.
4. There are certain medical and physical requirements.

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. Bachelor’s degree (related experience a plus).
2. Excellent interpersonal, writing and oral communication skills.
3. Self-starter, comfortable working in both a team setting and independently.
4. Willing to work weekends and outdoors in all seasons.
5. Ability to use Microsoft Word.

To apply, please submit cover letter & resume with JVN # to:

Personnel – Recruitment
City of New York/Parks & Recreation
24 West 61st Street, 2nd floor
New York, NY 10023
Email: grow@parks.nyc.gov
Attention: JVN# 846-10- 006452
Notice to Parks applicants – include your ERN on all correspondence.

**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: (800) 281-5722**

POST DATE: 11/13/09

POST UNTIL: 11/30/09

JVN: 846/10/006452

NOTE: All resumes must be received no later than the last day of the posting period.