

Civil Service Title: Community Associate
Title Code No: 56057
Office Title: Revenue Project Manager

Level: NA
Salary: \$48,000 - \$53,000
Work Location: Arsenal, Manhattan
Number of Positions: 1

The Revenue division creates 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 across the city. Project Managers help bring world-class services to Parks patrons while securing a valuable revenue stream for the agency. An important initiative has been to diversify the range of options currently available by adding diverse and interesting new concession opportunities to the Parks system.

MAJOR RESPONSIBILITIES

- Under general supervision, with latitude for independent initiative and judgment, perform difficult and responsible work for the Revenue division.
- Manage the concession solicitation, evaluation, and award processes.
- Assist in contract negotiations.
- Serve as the point person for a portfolio of projects and facilities such as, golf courses, restaurants and sports facilities.
- Identify and develop new business opportunities.
- Foster working relationships with local businesses.
- Attend community board meetings, perform on-site walkthroughs and conduct public bid openings.

QUALIFICATION REQUIREMENTS

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above.
2. Education and/or experience which is equivalent to “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. Bachelor’s degree.
2. Excellent writing, communication and organizational skills.
3. Ability to work independently and initiate projects.
4. Financial analysis experience.
5. Proficiency in computer software including Outlook, Microsoft Word, Excel, and Access.
6. Valid New York State driver license.

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# 846-10-006113
Notice to Parks applicants – include your ERN on all correspondence.

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ARE EQUAL OPPORTUNITY EMPLOYERS
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Telecommunications Device for the Deaf: (800) 281-5722**

POST DATE: 03/12/10	POST UNTIL: 03/19/10/*	VACANCY #: 006113
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NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 03/19/10. Previous applicants to this vacancy do not need to reapply.