

**This is a Grant funded position.**

Civil Service Title: Administrative Horticulturist  
Title Code No: 10071  
Office Title: Van Cortlandt Forest Restoration Manager

Level: MI  
Salary: \$60,000-\$70,000  
Work Location: Van Cortlandt Park, Bronx  
Number of Positions: 1

**MAJOR RESPONSIBILITIES**

- Plan and implement forest, turf and wetland restoration projects in Van Cortlandt Park. Supervise gardeners and forest technicians.
- Oversee and coordinate volunteer groups involved in restoration work.
- Promote environmental stewardship of city trees and Forever Wild Preserves.
- Establish and uphold agency-wide and Park-specific procedures and policies.
- Purchase supplies and track budgets and contracts.
- Maintain accurate records and prepare reports for management.
- Assist district with Park operations as needed.

**QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college with major study in horticulture, arboriculture or landscape architecture and four years of full-time, paid experience in horticultural work of which two (2) years must have been in a supervisory, administrative, consultative, managerial or executive capacity; or
2. A satisfactory equivalent. However, all candidates must have at least a high school diploma or evidence of having passed an examination for a high school equivalency diploma and one year of supervisory, administrative, consultative, managerial or executive experience as described 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. Knowledge of forest restoration theory and best practices.
2. Familiarity with Van Cortlandt Park.
3. Supervisory experience.
4. Strong administrative, communication, interpersonal and organizational skills.
5. Proficiency in computer software including Microsoft Word, Excel and Access.
6. Valid New York State driver license.
7. Pesticide Applicator License.

If you have any questions regarding this vacancy, please call the Personnel Division at 212-830-7851.

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

David Terhune, Director of Personnel  
City of New York/Parks & Recreation  
24 West 61<sup>st</sup> Street, 2<sup>nd</sup> floor  
New York, NY 10023  
Email: grow@parks.nyc.gov  
Fax: (917) 849-6490  
Attention: JVN# 846-12-86278  
Notice to Parks employees – 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: (212) 504-4115**

POST DATE: 01/27/12	POST UNTIL: 02/17/12*	JVN: 846/12/86278
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NOTE: All resumes must be received no later than the last day of the posting period.

\*Posting period extended to 02/17/12. Previous applicants to this vacancy do not need to reapply.