

**City of New York
Parks & Recreation**

**Citywide Job Vacancy Notice
Job ID № 161818**

Civil Service Title: Community Associate
Title Code No: 56057
Office Title: Community Associate

Level: NA
Salary: \$32,321 - \$40,000
Work Location: Brooklyn
Number of Positions: 2

MAJOR RESPONSIBILITIES

- Under general supervision, with latitude for independent initiative and judgment, provide and improve community services by performing liaison functions and improving communications with customers.
- Perform general office functions.
- Create and update requests and work orders using in-house databases and programs such as Asset Management Parks System (AMPS), Forestry Management System (ForMS) and the Parks Intranet.
- Work with management and supervision on special projects.
- Track calls and requests using in-house database and provide support with drafting and editing correspondence.
- Create reports for internal and external distribution.
- Update and create tracking methods for office processes and paperwork.
- Complete and submit receiving reports.

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; or
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 or Associate's degree.
2. Proficiency in Microsoft Access, Excel, PowerPoint and Word.
3. Strong customer service skills.
4. Excellent writing, communication, interpersonal and organizational skills.
5. Valid New York State driver license.

City Employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 161818**

Include your ERN on all correspondence.

For all other applicants:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 161818**

**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: 08/15/14

POST UNTIL: 08/29/14

Job ID#: 161818

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