

**City of New York
Parks & Recreation**

**Citywide Job Vacancy Notice
Job ID № 252669**

Civil Service Title: Architect
Title Code No: 21215
Office Title: Parks Preservation Officer

Level: II
Salary: \$80,000 - \$95,000
Work Location: Olmsted Center, Queens
Number of Positions: 1

MAJOR RESPONSIBILITIES

- Under direction of the Deputy Chief of Design, serve as the liaison to the Landmarks Preservation Commission (LPC) and State Historic Preservation Office (SHPO). Manage all aspects of LPC and SHPO interface including Parks project submissions, archaeology issues, environmental reviews and proposed landmark designations and listings.
- Provide technical design guidance to Parks staff on LPC submissions throughout the design process to ensure agency standards are met. Coordinate submissions and participate in public hearings, as necessary. Respond to comments and questions and keep internal records.
- Serve as Parks preservation liaison, interfacing with elected officials and local historic preservation groups, providing expert advice and gaining support and approval for projects.
- Develop a library of best practice designs and submissions for various types of work on historically important properties.
- Promote preservation practices and implement restoration programs for New York City parks properties.

QUALIFICATION REQUIREMENTS

1. A valid New York State Registration as an Architect and four years of full-time architectural experience. A master's degree in architecture from an accredited college will be accepted as equivalent to one year of full-time architectural experience.
2. In addition to above qualification requirements, to be eligible for placement in Assignment Levels II and III, individuals must have at least one year within the last three years of experience as a major contributor or a project leader on a complex project requiring additional and specific expertise in the disciplines needed to design or construct the project.

This position is exempt from NYC residency requirements.

PREFERRED SKILLS/QUALIFICATIONS

1. Familiarity with New York City Government and Parks & Recreation policies and procedures.
2. Registered Landscape Architect.
3. Master's, undergraduate degree or specialization in historic preservation.
4. A working knowledge of archeology, cultural resource and historic preservation laws and practices.
5. Five years of full-time, high-level experience in design or managing design projects.
6. Excellent communication skills including public speaking, writing, editing and translating between technical and non-technical stakeholders.
7. Experience with PowerPoint, Photoshop, InDesign, Word and Excel
8. Strong time management, task prioritization and efficient record keeping abilities.
9. Strong general management and problem solving skills, including the ability to listen to and motivate others.
10. A driver license valid in New York State.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 252669**

Include your ERN on all correspondence.

For all other applicants:

Click here to apply: [Parks Preservation Officer](#)

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 252669**

**THE CITY OF NEW YORK
AND
THE CITY OF NEW YORK / PARKS & RECREATION
ARE EQUAL OPPORTUNITY EMPLOYERS
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Telecommunications Device for the Deaf: (212) 504-4115
www.nyc.gov/parks**

POST DATE: 08/12/16	POST UNTIL: 09/09/16	Job ID#: 252669
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NOTE: All resumes must be received no later than the last day of the posting period.