

Civil Service Title: Administrative Staff Analyst (Non – Managerial)

Salary: \$32 - \$35 per hour

Duration: This is a 10 month seasonal position beginning September 2010.

Work Location: Arsenal North, Manhattan

Number of Positions: 1

- Under the direction of the Chief of Forestry, Horticulture and Natural Resources with latitude for independent judgment, develop and write a business, financial and organization plan for a Natural Areas Conservancy, which would promote the conservation and preservation of New York City's natural areas. Business plan must include 5 year work plan.
- Business plan must comprise a mission statement and goals, objectives for Conservancy and also identify and quantify ecosystem services. Plan must identify stakeholders, illustrate how the board would be structured, and what types of people and profession would be the best fit for the board.
- Conduct research and analysis on building a successful environmental public/private partnership.
- Interview key government, private sector and non-profit personnel in natural resource management, land trust, environmental defense, environmental stewardship, park conservancy and other related professions on what it takes to write a business plan and create an organization of this type.
- Identify other organizations locally and nationally whose mission and goals are similar.
- Hold a series of stakeholder outreach meetings to better understand and develop a constituency for a Natural Areas Conservancy.
- Develop communications and marketing strategy for Natural Areas Conservancy.
- Write brochures and other documents as necessary to develop the business and financial plan.

Minimum Qualifications:

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

New York City residency required within 90 days of employment.

Preferred Qualifications:

1. A master's degree from an accredited college in economics, journalism, public policy, urban studies, business, public administration, environment science, environmental policy, ecology or biology.
2. Ability to work independently.
3. Excellent communication and writing skills.
4. Expert computer and web writing skills.
5. Strong organizational skills, including the ability to handle and prioritize multiple tasks and meet deadlines.

To Apply: Send résumé and cover letter by 9/17 to: Bram Gunther, Deputy Chief of Forestry & Horticulture, City of New York, Parks & Recreation, 1234 Fifth Avenue, Room 233, New York, NY 10029.