

City of New York/Parks & Recreation
Seasonal Job Vacancy Notice
Civil Service Title: Staff Analyst
Salary: \$24.83/hour to \$28.55/hour
Duration: 6 Months
Location: New York City

As stewards of nearly 14 percent of New York City's land, the New York City Department of Parks & Recreation builds and maintains clean, safe, and accessible parks citywide and programs those parks with recreational, cultural and educational activities for people of all ages. Through this work, NYC Parks improves people's lives, providing outlets for creative expression, opportunities for healthy recreation, and exposure to the restorative beauty of the natural world. We seek candidates with excellent analytical and administrative skills for a variety of temporary positions. Only candidates selected for interviews will be contacted.

MAJOR RESPONSIBILITIES

- Under supervision, with some latitude for independent initiative and judgment, perform professional and/or administrative work.
- Gather data for reports and analyze information.
- Maintain organized records.
- Assist with drafting correspondence and other documents.
- Identify and communicate emerging issues to supervisor.
- May respond to inquiries from the public and employees.

QUALIFICATION REQUIREMENTS

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; or
2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience working in one or a combination of the following areas: 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, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, or fiscal management; or in a related area.

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 within 90 days of hire.

PREFERRED SKILLS/QUALIFICATIONS

1. Proficiency in Microsoft Word, Excel and Access.
2. Excellent writing and editing skills.
3. Quick learner, ability to handle multiple tasks and complete work in a timely manner.
4. Excellent communication, interpersonal and organizational skills.
5. Ability to provide excellent customer service.

To apply, please submit cover letter and resume by 12/21/12.

Email: takeroot@parks.nyc.gov

Notice to Parks applicants – include your ERN on all correspondence

We are an equal Opportunity Employer
www.nyc.gov/parks