

Civil Service Title: Principal Administrative Associate

Office Title: Project Manager, MillionTrees Training Program

Salary: \$22.20 per hour

Duration: This is a seasonal 10 months position beginning December 2009.

Work Location: Arsenal, Manhattan

Number of Positions: 1

The MillionTrees Training Program (MTTP) is a collaborative initiative between the City of New York Department of Parks and Recreation and The New York Restoration Project. The program helps work towards a more environmentally sustainable healthy living for the future through a 7-month green-collar job course of training that is specifically designed to teach, educate and motivate young adults to become more aware and proactive in the wellness of the environment while jointly gaining employment and life skills.

MAJOR RESPONSIBILITIES

- Under general supervision, with some latitude for independent initiative for independent and judgement, perform difficult supervisory or administrative functions.
- Assist the Director and Deputy Director in managing the MTTP crew leaders and members.
- Maintain program files and records.
- Serve as a liaison with the Personnel, Benefits, Payroll, and Customer Service divisions for various human resource and administrative matters.
- Develop and maintain performance measurement instruments in order to collect program data.
- Compile data and submit written content for grant proposals and promotional materials.
- Track and perform purchasing and recruitment of trainees, volunteers, and interns.
- Provide research and technical assistance as needed.
- Analyze performance data and create reports to be submitted to Parks staff, funders, and various other entities.
- Support all operations of the Million Trees Training program.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in "1" above; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

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. Master's degree in forestry, ecology, environmental or natural sciences.
2. Previous experience in scientific research and/or fieldwork relating to ecological restoration.
3. Proven track record in environmental project management.
4. Supervisory experience.
5. Excellent communication skills and writing ability.
6. Proficiency in MS Office. Familiarity with GIS/GPS technology.
7. A commercial Pesticide Applicator Category 3A License issued by the State of New York Department of Environmental Conservation.
8. Familiarity with both native and invasive species of the northeastern United States.
9. Valid New York State driver license.

To apply, please submit cover letter & resume by 11/27 to:

Brian Aucoin, Director GreenApple Corps/MillionTrees Training Program
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Email: brian.aucoin@parks.nyc.gov

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Telecommunications Device for the Deaf: (800) 281-5722