

Civil Service Title: Principal Administrative Associate  
Title Code No: 10124  
Office Title: Technical Services Analyst

Level: I  
Salary: \$38,443 - \$45,000  
Work Location: 5-Boro, Randalls Island  
Number of Positions: 1

**MAJOR RESPONSIBILITIES**

- Under general supervision, with some latitude for independent initiative and judgment, perform difficult and responsible supervisory or administrative functions for the Technical Services division.
- Assist with the implementation of agency initiatives.
- Research and monitor analytical reports on Capital Projects, sustainability initiatives and special projects.
- Serve as a liaison to Capital Management Services to resolve contract and funding issues.
- Coordinate and gather information from Parks divisions, City agencies, utility companies, contractors and consultants.
- Assist with special projects, surveys and reports.

**QUALIFICATION REQUIREMENTS**

1. 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.

**PREFERRED SKILLS/QUALIFICATIONS**

Preferred applicants must have filed for the upcoming Principal Administrative Associate civil service examination exam (No. 8068) or are currently serving in the title permanently.

1. Valid New York State Driver License.
2. Strong supervisory and customer service skills.
3. Excellent communication and organizational skills.
4. Proficiency in Microsoft Office.

**To apply, please submit cover letter & resume with Vacancy # to:**

Personnel – Recruitment  
City of New York/Parks & Recreation  
24 West 61<sup>st</sup> Street, 2<sup>nd</sup> floor  
New York, NY 10023  
Email: grow@parks.nyc.gov  
Attention: JVN# 846-09-12029  
Notice to Parks applicants – include your ERN on all correspondence.

New York City Residency Required

**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: (800) 281-5722**

POST DATE: 04/24/09

POST UNTIL: 05/15/09 \*

JVN: 846/09/12029

NOTE: All resumes must be received no later than the last day of the posting period. \*Posting period extended to 05/15/09. Previous applicants to this vacancy do not need to reapply.