

**City of New York  
Parks & Recreation**

**Citywide Vacancy Notice  
Job ID № 269490**

Civil Service Title: Director of Regional Joint Interest Park  
Title Code No: 05146  
Office Title: Bronx River Administrator

Level: MI  
Salary: \$90,000 - \$100,000  
Work Location: Ranaqua, Bronx  
Number of Positions: 1

The Bronx River Administrator oversees the protection and restoration of the Bronx River and the development, management and programming of the Bronx River Greenway and more than 400 acres of parkland along it, in close partnership with local communities. Subject to the approval of the NYC Parks Commissioner, the Board of the Bronx River Alliance and the NYC Conflicts of Interest Board, the Administrator may also serve as the Executive Director of the Bronx River Alliance, which will entail certain reporting requirements to the Alliance's Board of Directors in addition to primary reporting responsibility to NYC Parks leadership.

**MAJOR RESPONSIBILITIES**

- Under the supervision of the Bronx Borough Commissioner, work closely with regulatory officials, Parks staff and the Bronx River Alliance.
- If approved by the appropriate parties to be the Executive Director of the Bronx River Alliance, comply with not-for-profit corporate governance and oversee Bronx River Alliance staff.
- Manage day-to-day operations of the River corridor and the Bronx River Greenway that are under the jurisdiction of NYC Parks and the maintenance of the River House due to open in early 2017.
- Act as government liaison and coordinate capital funding requests with elected officials including the City Council and Borough President.
- Supervise Parks employees and, if approved as Executive Director, supervise Bronx River Alliance employees.
- Foster programmatic excellence and innovation, including educational and volunteer activities that engage community members and take full advantage of new opportunities afforded by the River House.
- Cultivate and grow a vibrant array of partnerships with groups and organizations active on the river.
- Raise capital dollars for ecological restoration, park development and greenway projects and steward them through the project development process. Raise and manage private funds for program enhancements.

**QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college and four years of full-time progressively responsible experience in one or more of the following fields: technical maintenance and operations of park facilities, policy formulation and implementation, business promotion, including a minimum of 18 months in a responsible administrative, consultative, managerial or executive capacity; or
2. Education and/or experience which is equivalent to "1". However, all candidates must have 18 months of responsible administrative, consultative, managerial or executive experience as described in "1" above.

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 non-profit management, environmental studies, urban planning, natural sciences or a related field.
2. Strong managerial skills. A minimum of 5 years of management experience, including overseeing staff, projects and finances.
3. Demonstrated commitment to open space, river restoration, community outreach, environmental education and working with low income communities.
4. Ability to build partnerships with local communities, community based organizations, non-profits, businesses and public agencies.
5. Strong writing, communication, presentation and negotiation skills.
6. Successful track record in fundraising from a range of resources.
7. Ability to work a flexible schedule including early mornings, evenings and weekends.
8. Valid New York State driver license.

**City employees:**

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 269490**

Include your ERN on all correspondence.

**For all other applicants:**

Click here to apply: [Bronx River Administrator](#)

- 1) Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search)
- 2) Search for **Job ID#: 269490**

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Telecommunications Device for the Deaf: (212) 504-4115  
[www.nyc.gov/parks](http://www.nyc.gov/parks)

POST DATE: 10/28/16

POST UNTIL: 11/18/16

Job ID#: 269490

NOTE: All resumes must be received no later than the last day of the posting period.  
References will be required upon request.