



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 387087

Office Title: Deputy Chief of Staff, Capital Projects

Civil Service Title: Community Coordinator **Title Code No:** 56058 **Level:** NA

Salary: \$52,524 - \$81,535

Number of Positions: 1 **Work Location:** Olmsted Center, Queens

Major Responsibilities

- Under the direction of the Chief of Staff, with wide latitude for independent initiative and judgment, perform difficult professional work for the Capital Projects division.
- Review information shared with elected officials for accuracy, coordinate materials for council hearings and represent the division at meetings with elected officials as needed.
- Serve as liaison to other units within the agency such as Communications, Government Relations, New Media and Partnerships for Parks. Respond to press questions, meet with appropriate staff, synthesize data and provide answers to all inquiries.
- Coordinate day-to-day operations, including overseeing the Deputy Commissioner's schedule, organizing meetings and drafting and editing monthly reports to the Commissioner. Supervise administrative staff as required.
- Monitor, track and prepare briefings on high-profile projects, which may involve liaising with outside agencies. Represent Capital Projects at both internal and external meetings and events.
- Coordinate the submission of new needs requests to the Office of Management and Budget (OMB). Work with various agency divisions and units within Capital to identify new needs, and coordinate with Budget to compile a comprehensive list and description of needs for submission to OMB. Facilitate timely responses to OMB's questions on new needs requests.
- Provide assistance in analysis, project management and/or execution where necessary. Stay informed of division priorities and projects to brief the Deputy Commissioner for internal and external meetings.
- Maintain records of select meeting proceedings, ensure timelines are kept for deliverables, coordinate presentations and provide background materials.
- Edit and approve written correspondence and ensure timely response to public inquiries on Capital projects.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of 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. Excellent writing, supervisory, administrative and interpersonal skills.
2. Experience coordinating and preparing high-level briefings and reports.
3. Familiarity with New York City design and construction process.
4. Proficiency in Microsoft Word, Excel and Access.
5. Valid New York State driver license.

How to Apply

Parks Employees:

- 1) From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under Applications or use this link: <https://hrb.nycaps.nycnet/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 387087**. Do not access **ESS** using nyc.gov/ess from a Parks computer.

Parks & City Employees:

- 2) From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to nyc.gov/ess or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 387087**.

Include your ERN and **Job ID# 387087** on your cover letter and resume.

All other applicants:

Click here to apply: [Deputy Chief of Staff, Capital Projects](#) OR
Go to nyc.gov/careers/search and search for **Job ID# 387087**.

POST DATE: 03/15/19

POST UNTIL: 03/29/19

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

nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115