



NYC Parks

CITY OF NEW YORK PARKS & RECREATION  
**SEASONAL JOB VACANCY NOTICE**

**Office Title:** Wildlife Area Associate  
**Civil Service Title:** Principal Administrative Associate  
**Work Location:** Rockaway Beach, Queens

**Duration:** 6 months, starting March 23, 2020  
**Salary:** \$24.16 per hour – new hire rate  
\$27.78 per hour – two years city service

NYC Parks is the steward of over 30,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 1,800 basketball courts, 550 tennis courts, 67 public pools, 51 recreational facilities, 15 nature centers, 14 golf courses, and 14 miles of beaches. We care for 1,200 monuments and 23 historic house museums. We look after 600,000 street trees, and two million more in parks. We are New York City's principal providers of recreational and athletic facilities and programs. We are home to free concerts, world-class sports events, and cultural festivals.

### MAJOR RESPONSIBILITIES

Under the supervision and direction of the NYC Parks' Wildlife Unit, the Wildlife Area Associate will work at the Rockaway Beach Endangered Species Nesting Area (RBESNA) to assist with the deployment of seasonal staff and interns, perform data collection and entry, report writing, and other administrative tasks. Additional responsibilities include monitoring endangered species and community outreach. The Rockaway Beach Endangered Species Nesting Area is a section of beach approximately 1 mile long (20 city blocks) and about 1 block wide. The site is home to piping plovers, least and common terns, American oystercatchers, black skimmers, as well as other migratory birds that use the site as a safe haven. NYC Parks is mandated by federal (Endangered Species Act) and state law to provide protection for the piping plover, a New York State Endangered and Federally Threatened species. Under supervision, the Wildlife Area Associate will work weekends and some holidays during the season.

### 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.

### PREFERRED SKILLS/QUALIFICATIONS

- A BA/BS or current student in the field of Biology, Conservation, Environmental Education, or other related field
- Prior supervisory experience
- Strong writing and communication skills
- Experience with MS Office Suite and data collection and processing
- Ability to juggle and prioritize multiple tasks and meet deadlines
- Wildlife monitoring experience
- Ability to work outdoors for long periods of time
- Ability to plan and lead public educational programs

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 within 90 days of hire for all other candidates.

**Fees:** Hired candidates will be subject to a processing fee of \$68.00. Hired candidates who are not currently employed by the City will be subject to an \$88.25 background check fee.

### HOW TO APPLY

For more information and to apply email resume and cover letter to Emily Kelderhouse, Field Crew Leader at **Wildlifeunit@parks.nyc.gov**, Or mail to **NYC Parks Wildlife Unit, 1234 Fifth Avenue – 5th floor New York, NY 10029**, Fax: **212-360-2794**. Learn more at **www.nyc.gov/parks**.

**POST DATE:** 1/24/2020

**POST UNTIL:** FILLED

[nyc.gov/parks](http://nyc.gov/parks)

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