



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 541816

Office Title: Deputy Director of Landscape Architecture

Civil Service Title: Landscape Architect **Title Code No:** 21315 **Level:** III

Salary: \$105,000 - \$110,000

Number of Positions: 2 **Work Location:** Olmsted Center, Queens

NYC Parks manages over 30,000 acres, 14% of the city's land, encompassing more than 5,000 individual properties. Our diverse set of assets includes recreational facilities, nature centers, historic buildings and structures, golf courses, athletic fields, playgrounds, tennis courts, public pools, comfort stations, retaining walls and nearly 14 miles of beaches.

Major Responsibilities

- Under direction of the Director of Landscape Architecture, with very great latitude for the exercise of independent judgment or action, supervise a group of landscape designers within a borough team, including administrative oversight and disciplinary process when necessary.
- Assist the Director of Landscape Architecture with assigning projects to in-house staff or consultants and schedule completions to meet team targets.
- Ensure all projects have well-thought-out designs and are completed within budget and in accordance with the schedule as approved by the Deputy Commissioner's Office. This will require project tracking and reporting as well as workload prioritization for all staff reports to ensure schedules are met.
- Review contract drawings and specifications prepared by Capital staff in accordance with the established project schedule to ensure work meets agency and community goals and all applicable interagency codes, regulations, filings and approvals.
- Represent the Agency at meetings and present projects to agency stakeholders, other governmental agencies and departments, contractors and their representatives, consultants, community members and the general public. This includes presenting internally at Commissioner-level meetings as needed and in cases when a direct report is absent in order to maintain project schedule.
- Work with the Borough Commissioner, Maintenance and Operations staff and other stakeholders to provide information, input and assessment of projects.
- Sign and seal contract documents and related applications for agencies having jurisdiction.
- Maintain quality assurance and quality control.
- Assist with hiring and training of landscape design personnel.
- In special cases, serve as Project Manager on a Capital portfolio as approved by the Deputy Commissioner's Office.
- May represent the Director of Landscape Architecture and perform all associated tasks, including supervision of the entire team of landscape designers, as needed.

Qualification Requirements

A valid New York State Registration as a Landscape Architect, and either:

1. A Master's degree in landscape architecture from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) and three (3) years of full-time, satisfactory experience in landscape architectural work; or
2. Four (4) years of full-time, satisfactory experience in landscape architectural work.

NOTES:

1. Current New York State Registration as a Landscape Architect must be maintained for the duration of your employment.
2. Landscape Architects with out-of-state registration are welcome to apply provided that reciprocal New York State registration is obtained prior to hire.
3. To be eligible for placement in Assignment Level III, individuals must have at least one year within the last three years of experience as a major contributor or a project leader on a complex project requiring additional and specific expertise in the disciplines needed to design or construct the project.

This position is exempt from NYC residency requirements.

nyc.gov/parks

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



NYC Parks

Preferred Skills/Qualifications

1. At least five years of experience serving as the Capital lead on a complex design portfolio, including leading a multidisciplinary team of professionals or managing consultant contracts.
2. Knowledge of the following specialized disciplines: sustainable/ "green" design, ecological restoration, historic preservation, conservation, ADA/universal design concepts, horticulture, urban design and public art.
3. Strong design skills and the ability to communicate design concepts in graphic and written form.
4. Proficiency in Photoshop, PowerPoint and SketchUp or an alternative 3D rendering software.
5. Excellent communication, interpersonal and organizational skills.
6. A commitment to teamwork and an integrated approach to project delivery.
7. A driver license valid in New York State.

Vaccination Requirement: As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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# 541816**. 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# 541816**.

Include your ERN and **Job ID# 541816** on your cover letter and resume.

All other applicants:

Click here to apply: [Deputy Director of Landscape Architecture](#) OR
Go to nyc.gov/careers/search and search for **Job ID# 541816**.

POST DATE: 07/22/2022

POST UNTIL: 08/19/2022

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

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