



CITYWIDE JOB VACANCY NOTICE: Job ID No. 592004

Office Title: Administrator for Historic Harlem Parks

Civil Service Title: Administrative Park and Recreation Manager **Title Code No:** 10072 **Level:** MIII

Salary: \$115,000

Number of Positions: 1 **Work Location:** Manhattan

Major Responsibilities

- Under the supervision of the Manhattan Borough Commissioner, work closely with regulatory officials, City agencies and Parks staff to oversee and manage the four Historic Harlem Parks—Morningside, St. Nicholas, Jackie Robinson and Marcus Garvey.
- Organize and implement strategic plans and develop horticultural and restoration plans for the Historic Harlem Parks that supports the unique history and character of each park while leveraging their combined resources, programming and community support to better serve the greater Harlem community.
- In coordination with the Borough Commissioner, act as a government liaison and coordinate capital funding requests with elected officials including City Council members and the Borough President. Work with Capital Projects division to prioritize and discuss reconstruction issues.
- Cultivate and strengthen community support for the continued restoration and improvement of the Parks. Develop relationships with local businesses, community groups and Federal and State agencies.
- Meet with elected officials and members of civic and community groups to foster park support and participation in park activities.
- Develop park programming such as film festivals, concerts and other special events for the enjoyment of children and adults who patronize the Historic Harlem Parks.
- Serve as a liaison between the Agency and the Harlem community.

Qualification Requirements

1. A baccalaureate degree from an accredited college plus four years of satisfactory, full-time experience in recreation leadership, gardening, grounds maintenance, building maintenance or construction, of which 18 months must have been in an administrative, consultative, managerial or executive capacity; or
2. High school graduation or its educational equivalent plus six years of experience as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must possess the 18 months of administrative, consultative, managerial, or executive experience as described in "1" above.

License Requirement

A Motor Vehicle Driver's License valid in the State of New York is required within six months of the date of appointment.

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.

Preferred Skills/Qualifications

Preference will be given to 1) employees who qualify for the APRM promotional exam 2) permanent employees in or on leave from a comparable title or 3) employees who are reachable on a comparable civil service list.

1. Three years relevant experience.
2. A proven record of working effectively with diverse constituencies.
3. Experience in organizational development, conservation and management of natural, historic and recreational resources.
4. Ability to work effectively with public agencies, volunteers and private groups to initiate projects and achieve measurable results.
5. Experience with planning and implementing capital projects
6. Ability to develop a budget and administer financial aspects of a project.
7. Valid New York State driver license.

nyc.gov/parks

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NYC Parks

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 Careers and search for **Job ID# 592004**. 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 Careers and search for **Job ID# 592004**.

Include your ERN and **Job ID# 592004** on your cover letter and resume.

All other applicants:

Click here to apply: [Administrator for Historic Harlem Parks](#) OR

Go to nyc.gov/careers/search and search for **Job ID# 592004**.

POST DATE: 07/07/2023

POST UNTIL: 07/21/2023

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