



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## **CITYWIDE JOB VACANCY NOTICE: Job ID No. 591286**

**Office Title:** Deputy Director of Citywide Special Events

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

**Salary:** \$59,116 - \$91,768

**Number of Positions:** 1

**Work Location:** Arsenal, Manhattan

### **Major Responsibilities**

- Under the direction of the Director of Citywide Special Events, support the coordination and oversight of special events held in New York City parks.
- Represent the division at Agency meetings and serve as a liaison with other Parks divisions and event producers.
- Serve as a liaison with various City agencies representing the Agency's interests in citywide discussions.
- Review incoming applications and event proposals, conduct site visits, assess site fees, prepare contracts, and coordinate resources to ensure events are managed properly.
- Support staff management of the special events team of four coordinators and seasonals.
- Provide extensive administrative support including managing team meetings and staff training and overseeing calendars, event trackers, and scheduling.
- Support the creation and dissemination of Standard Operating Procedures, templates, and other event best practices.
- Produce written materials including monthly reports, memos, agendas, training guides, and official correspondence.
- Staff events on the ground to ensure compliance and enforcement of all Parks and City policies and procedures.
- Interface with special event directors and operations staff in each borough to ensure thorough review and successful execution of permitted events.
- Communicate clearly and effectively with the public and staff. Ensure that all requests or concerns are resolved.
- Manage the production of large-scale Parks-produced citywide community events, including vendor negotiation, operation oversight, staff management and all related responsibilities.
- Assist the Director in ensuring compliance citywide with Agency policy and procedure.

### **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 within 90 days of hire for all other candidates.

### **Preferred Skills/Qualifications**

1. Bachelor's degree.
2. Five years of work experience in outdoor settings.
3. Excellent writing, communication and organizational skills.
4. Ability to work independently and initiate projects.
5. Proficiency in computer software including Microsoft Word, Excel, PowerPoint, Outlook and Access.
6. Availability to work evenings and weekends as needed.
7. 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 Careers and search for **Job ID# 591286**. 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](https://nyc.gov/ess) or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Careers and search for **Job ID# 591286**.

Include your ERN and **Job ID# 591286** on your cover letter and resume.

### **All other applicants:**

Click here to apply: [Deputy Director of Citywide Special Events](#) OR

Go to [nyc.gov/careers/search](https://nyc.gov/careers/search) and search for **Job ID# 591286**.

**POST DATE: 06/30/2023**

**POST UNTIL: 07/28/2023**

**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](https://nyc.gov/parks)

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