



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 591345

Office Title: Executive Assistant to the Commissioner

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

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

Number of Positions: 1

Work Location: Arsenal, Manhattan

NYC Parks is an award-winning City agency that designs, builds, and cares for public spaces for New Yorkers to connect, play and enjoy. NYC Parks manages more than 30,000 acres or 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, public restroom buildings, and nearly 14 miles of beaches. We seek a candidate with excellent organizational and time-management skills, with the ability to manage competing priorities, and remain calm under pressure. The ideal candidate is a strong communicator, able to confidently and effectively collaborate with team members and other departments to ensure tasks and projects are completed on time.

Major Responsibilities

- Provide executive-level support to NYC Parks Commissioner and Chief of Staff with a high degree of initiative, judgment and discretion.
- Manage a complex schedule for the Commissioner and Chief of Staff and handle frequent reprioritizations that will often require independent decision making.
- Coordinate resources and assemble appropriate reference and back-up material for all meetings and events.
- Proactively identify and exercise independent analysis and judgment in prioritizing situations requiring the Commissioner's attention.
- Supervise Commissioner's driver.
- Other duties as assigned by Commissioner and Chief of Staff.

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. At least two to five years of experience in complex coordination of activities, management or comparable experience.
2. Excellent writing and verbal communication skills.
3. Ability to work independently as well as collaboratively with colleagues.
4. Exceptional organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines.
5. Experience handling sensitive and confidential information.
6. Proficiency in Microsoft Office suite, Excel, Access and PowerPoint.
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# 591345**. 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# 591345**.
Include your ERN and **Job ID# 591345** on your cover letter and resume.

All other applicants:

Click here to apply: [Executive Assistant to the Commissioner](#) OR
Go to nyc.gov/careers/search and search for **Job ID# 591345**.

POST DATE: 06/30/2023

POST UNTIL: 07/17/2023

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

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