



CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 716841

Office Title: Accessibility Coordinator

Civil Service Title: Administrative Staff Analyst **Title Code No:** 1002D **Level:** NM

Salary: \$110,000 - \$120,000

Number of Positions: 1

Work Location: Olmsted Center, Queens

NYC Parks is an award-winning city agency that builds and cares for public spaces for New Yorkers to connect, play and enjoy. These public spaces, encompassing over 5,000 properties and 14% of the city's land and 31% of the city's coastline, include seawalls and waterfronts, pedestrian bridges, beaches and boardwalks, parks and playgrounds, historic houses, recreation centers and pools.

Major Responsibilities

- Oversee Capital Project Division's plans and initiatives to make parks and park facilities accessible to people of all abilities.
- Review work of Maintenance & Operations, Concessions, Historic Houses, Partner Projects and Capital Projects to ensure facilities meet or exceed relevant accessibility requirements.
- Provide technical assistance to Capital Project Division's design and construction staff throughout the capital design and construction process.
- Prepare training materials for Capital Project Division's design and construction staff on best practices to assure accessibility improvements are designed and constructed in eligible capital projects. This includes yearly training for Agency resident engineers.
- Conduct site visits to inventory accessible features (elevators, lifts, toilets, parking spaces, accessible entrances and routes, signage) are present and make recommendations on necessary facility modifications when absent.
- Working with the Director of Landscape Architecture Design Resources, develop and update accessibility design principles for Capital Project Division and Agency use.
- Working with the Director of Specifications, coordinate with playground equipment, fitness equipment, and site furniture representatives to advocate for Agency accessibility needs.
- Coordinate Capital Project Division data with other Agency units on the Parks Facilities Assessment, Transition Plan Updates, yearly reporting metrics, and other reports as requested.
- Prepare special grant proposals for accessibility in collaboration with Parks Planning and/or other Agency divisions.

Qualification Requirements

***This vacancy is only open to 1) current permanent city employees serving in the Administrative Staff Analyst civil service title or 2) on leave from the title or 3) permanent city employees in or on leave from a comparable title (e.g. Administrative Community Relations Specialist or Administrative Manager) or 4) employees who are reachable on the Administrative Staff Analyst list or a comparable civil service list or qualify for a comparable title. [Please indicate the exam and your list number or comparable title on your resume.]**

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 5 years of full-time professional experience working with Accessibility and Universal Design issues, and compliance with the Americans with Disabilities Act.
2. At least 2 years of full-time professional experience working in architecture/landscape architecture/engineering industry and/or in the construction of large-scale building or site projects.
3. Proficiency in Microsoft Office, ArcMap, AutoCAD, and Adobe Creative Suite.

How to Apply

All Applicants

Click Here to Apply: [Accessibility Coordinator](#) OR

Go to cityjobs.nyc.gov and search for Job ID# 716841.

All applicants must apply via cityjobs.nyc.gov. The City is no longer using ESS to accept applications.

***Current City Employees please include your ERN on your cover letter and resume.**

POST DATE: 08/29/2025

POST UNTIL: 09/26/2025*

NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 09/26/2025. Previous applicants are still under consideration and need not reapply. References will be required upon request.

nyc.gov/parks

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

For information about applying for Civil Service Exams go to: [Civil Service Exams - Department of Citywide Administrative Services \(nyc.gov\)](http://Civil Service Exams - Department of Citywide Administrative Services (nyc.gov))