CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 807664

Office Title: Project Administrator for Planning
Civil Service Title: City Planner **Title Code No:** 22122 **Level:** II
Salary: $100,000 - $110,000
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.

The Planning team is at the forefront of Parks' open space agenda: communicating agency goals, policies and advancing plans for a vibrant and sustainable park system that meets the recreational, social, and environmental needs of our city. The team is responsible for the Agency's real estate and land use functions including the acquisition, disposition and preservation of parkland, Uniform Land Use Review Procedure (ULURP), environmental review, and the ownership and management of the Agency's property records. Additionally, the team develops long-term planning strategies including management of citywide and interagency resiliency and waterfront projects, development of the citywide greenway plan and researching new initiatives.

Major Responsibilities

- Under general direction, working as a Project Administrator for Planning, with latitude for independent initiative and judgment, manage a portfolio of open space planning projects for the Planning team.
- Perform due diligence to support open space acquisitions to enable increased recreation amenities, improved waterfront access, resiliency planning, sustainable design, natural resource preservation, and an expanded citywide greenway network.
- Advise, coordinate and communicate with other Parks divisions (e.g. Capital), government agencies, stakeholders, and project partners to advance the planning and implementation of Parks' open space agenda within the context of assigned planning projects.
- Research, analyze, frame and document opportunities for addressing under-resourced communities.
- Present and represent the division and the Agency at project meetings. Negotiate and advocate on behalf of Parks, defending the agency's open space goals and interests.
- Prepare strategic planning documents, high level maps, and graphics for presentations and planning documents.
- Present proposals to others at Parks, as well as Community Boards, neighborhood groups, and elected officials, and provide expert opinions and recommendations.
- Review, evaluate, and analyze land use review documents and planning documents to advance open space goals and protect existing assets.
- Manage highly complex, high-profile projects, prepare briefing memoranda, project schedules, budget proposals, grant applications, correspondence, reports, and other related documents.
- Administrative tasks related to the above responsibilities including but not limited to taking meeting notes, scheduling meetings and follow-ups.

Qualification Requirements

***This vacancy is only open to 1) current permanent City employees serving in the City Planner civil service title or 2) on leave from the title or 3) candidates who are reachable on the City Planner civil service list, Exam No. 5045. [Please indicate your list number on your cover letter and 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 2 years of consecutive city service.
2. A master's degree in urban planning or related field.
3. Strong interpersonal, writing, communication and negotiation skills and ability to think analytically and strategically.
4. Excellent time management and prioritization capabilities; sense of urgency and ability to focus on project deliverables.
5. Ability to work in a team environment and communicate and respond to needs of supervisors, peers and subordinates.
6. Experience with ULURP, park alienation and CEQR processes.
7. Proficiency with Microsoft Office and mapping and graphics programs. Strong graphics and mapping skills.
8. Valid New York State driver license.

How to Apply
All Applicants
Click Here to Apply: Project Administrator for Planning OR
Go to cityjobs.nyc.gov and search for Job ID# 807664.
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: 10/23/2026 **POST UNTIL: 11/17/2026***

NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 11/17/2026. Previous applicants to Job ID# 783996 are still under consideration and need not reapply. References will be required upon request. Fees: Hired candidates will be subject to a processing fee between $40.00 to $101.00 based on the salary range of title. Hired candidates who are not currently employed by the City will be subject to a $107.50 background check fee.

nyc.gov/parks
MOVEMENT IN THE FACE OF CIVIL SERVICE LISTS IS PROHIBITED UNDER CIVIL SERVICE LAW.

THE CITY OF NEW YORK IS AN INCLUSIVE EQUAL OPPORTUNITY EMPLOYER COMMITTED TO RECRUITING AND RETAINING A DIVERSE WORKFORCE AND PROVIDING A WORK ENVIRONMENT THAT IS FREE FROM DISCRIMINATION AND HARASSMENT BASED UPON ANY LEGALLY PROTECTED STATUS OR PROTECTED CHARACTERISTIC, INCLUDING BUT NOT LIMITED TO AN INDIVIDUAL'S SEX, RACE, COLOR, ETHNICITY, NATIONAL ORIGIN, AGE, RELIGION, DISABILITY, SEXUAL ORIENTATION, VETERAN STATUS, GENDER IDENTITY, OR PREGNANCY.

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)