

**Civil Service Title: Principal Administrative Associate**

**Office Title: POP Job Developer**

**Salary: \$27.47/hour**

**Duration: This is a 12 month grant funded position beginning October 2009.**

**Work Location: TBD**

**Number of Positions: 2**

The Parks Opportunity Program is an innovative transitional employment program which provides intensive skills training, adult education, employment counseling, job placement assistance as well as a paid work experience to Public Assistance recipients. Through this comprehensive approach, POP helps trainees attain independence and stability. POP seeks experienced employment and job-readiness counselors to facilitate daily job readiness workshops with program trainees as well as perform individual case management. Through this work with the trainees, counselors are responsible for identifying individual barriers to employment and addressing those needs in an appropriate manner.

**MAJOR RESPONSIBILITIES**

- Under supervision, perform difficult and responsible supervisory, analytical, and specialized administrative work.
- Promote POP and its initiatives to the corporate sector, community organizations, non-profit groups and other employers throughout the New York area.
- Develop contacts within the private sector, targeting companies that provide a variety of employment opportunities, with special attention to those employers seeking to hire the traditionally “hard-to-place.”
- Work closely with POP participants to place them in full-time, private sector employment.
- Assist the POP Employment Counselor in assessing participants’ skill levels and job readiness.
- Provide verifications and follow-up retention services to participants and employers.

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**QUALIFICATION REQUIREMENTS**

1. Baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in “1” above; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in “1” above; or
4. Education and/or experience equivalent to “1”, “2”, or “3” above. However, all candidates must possess the one year of administrative or supervisory experience as described in “1” above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in “1” above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

New York City Residency required within 90 days of employment.

**PREFERRED SKILLS/QUALIFICATIONS**

1. A Bachelor’s degree or equivalent; Master’s degree a plus.
2. Bilingual English/Spanish.
3. Marketing, retail, sales and/or job development.
4. Experience working with and job developing for welfare-to-work population.
5. Excellent writing, communications, supervisory and administrative skills.
6. Computer proficiency in Access, Excel, PowerPoint and Word.
7. Valid New York State driver license.

**To apply, please submit resume and cover letter by to:**

**Nancy Corbett**

**City of New York/Parks & Recreation**

**24 West 61<sup>st</sup> Street, 2<sup>nd</sup> floor**

**New York, NY 10023**

**Email: [nancy.corbett@parks.nyc.gov](mailto:nancy.corbett@parks.nyc.gov)**

**POP/2010-Job developer**

**[www.nyc.gov/parks](http://www.nyc.gov/parks)**

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**Telecommunications Device for the Deaf: (800) 281-5722**