



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 689722

Office Title: Data Coordinator for Urban Park Service

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

Salary: \$60,889 - \$94,521

Number of Positions: 1 **Work Location:** Arsenal North, Manhattan

The Urban Park Service (UPS) Division consists of three units: Parks Enforcement Patrol (PEP) Emergency Management and Central Communications. In addition to each division's roles, UPS also manages the content and analysis of the agency's 311 data.

Major Responsibilities

- Under general direction, with wide latitude for independent initiative and judgment, perform very responsible work in providing analytical support for the UPS division to improve operations and aid in data-informed decision making.
- Prepare reports and perform data analysis to support UPS, synthesize information and identify emerging issues, drawing from internal and external reporting systems.
- Coordinate and provide analysis and create presentations.
- Act as a liaison with other parks' divisions, city agencies and key agency partners, regarding UPS data.
- Troubleshoot all UPS data concerns related to monthly reports, applications and devices. Create presentations and conduct field training on Monthly Report, E-Summonsing and other UPS related analytics.
- Monitor and track activities and assist with projects in support of seasonal priorities and Agency initiatives.
- Conduct research and prepare briefings and correspondence.
- Provide outstanding customer service and administrative support for day-to-day operations; including but not limited to typing, filing, answering phones and responding to inquiries.
- Assist in managing all Freedom of Information Law (FOIL) requests received by UPS.
- Manage critical division special projects, including but not limited to the creation of new data management solutions.
- Combine, analyze and cleanup UPS data from UPS reports.
- Complete task assigned by the Assistant Commissioner for UPS.
- Advise on and/or prepare the Assistant Commissioner's internal and external communications, both written and spoken.
- Utilize data provided by the Assistant Commissioner to create and maintain spreadsheets and charts.

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. Excellent communication, organizational and analytical skills.
3. Ability to manage multiple projects in a fast-paced work environment and meet deadlines.
4. Strong working knowledge of Microsoft office, particularly Excel and PowerPoint.
5. Experience with Geographic Information Systems (GIS), Server Management Studio (SSMSSQL), or Tableau.
6. Familiarity with Parks information management systems a plus.
7. Ability to work independently and initiate projects.
8. Valid New York State driver license.

How to Apply

All Applicants:

Click Here to Apply: [Data Coordinator for Urban Park Service](#) **OR:**

Go to cityjobs.nyc.gov and search for Job ID# 689722.

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

***Current Employees please include your ERN and Job ID# 689722 on your cover letter and resume.**

POST DATE: 11/22/2024

POST UNTIL: 12/13/2024

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

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