



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 685807

Office Title: Deputy Director of Natural Resources Training

Civil Service Title: Administrative Horticulturist **Title Code No:** 1007C **Level:** NM

Salary: \$80,000 - \$87,000

Number of Positions: 1 **Work Location:** Baby Queensbridge, Queens

NYC Parks is the steward of over 30,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We look after 600,000 street trees, and two million more in parks.

The Division of Environment and Planning aims to protect, restore, and expand New York City's green spaces and natural areas to maximize their benefits for environmental and community health and resilience. The Natural Resources Group within Environment and Planning manages over 10,000 acres of natural areas across the five boroughs, including forests, grasslands, and wetlands, and has secured tens of millions of dollars of grant from state, federal and private sources over the past decades to fund the restoration and management across these ecosystems.

Major Responsibilities

- Under the direction of the Director of Stewardship, with wide latitude for independent judgment and decision-making, oversee the Natural Resources Training Program, a grant-funded program with multiple tiers of paid employment focused on improving the health of forested natural areas in NYC Parks.
- Develop and lead tracking efforts for the entire training program, utilizing existing tools, software, and databases to manage information and prepare presentations and reports as needed. Coordinate across four unique teams and aggregate a wide variety of metrics into overall program impact.
- Lead recruitment efforts to bring job trainees through multiple tiers of employment with NYC Parks. Support recognition and multiple feedback opportunities (e.g., pre- and post-training surveys, exit interviews) for interns, apprentices, early-career staff and volunteers.
- Conduct ongoing outreach to community partners/collaborators for service events, education initiatives, and panel discussions in relation to the care of forested natural areas in NYC and workforce development in support of this effort.
- Supervise staff, interns, and volunteers, instructing them in safe and effective natural areas management techniques and the proper use and care of equipment and materials.
- Support the execution and development of program proposals with non-profit and community partners, facilitating access to technical resources related to local ecology, horticulture, forest health and monitoring.
- Work with internal and external partners to advance effective and efficient implementation of the Natural Resources Job Training program. Collaborate with Department of Youth and Community Development, City University of New York, the Natural Areas Conservancy and other divisions of NYC Parks to set and advance shared goals for the program.

Qualification Requirements

1. A baccalaureate degree from an accredited college with major study in horticulture, arboriculture or landscape architecture and four years of full-time, paid experience in horticultural work of which two (2) years must have been in a supervisory, administrative, consultative, managerial, or executive capacity; or
2. A satisfactory equivalent. However, all candidates must have at least a high school diploma or evidence of having passed an examination for a high school equivalency diploma and one year of supervisory, administrative, consultative, managerial, or executive experience as described 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 for all other candidates.

Preferred Skills/Qualifications

1. Experience managing field staff and/or mobile crews.
2. Demonstrated commitment to public service and the environment.
3. Deep familiarity and experience working with New York City environmental / green community-based organizations, as well as understanding of NYC natural area restoration needs and objectives.
4. Strong writing, public speaking/presentation and problem-solving skills.
5. Full understanding of NYC ecosystems, including its flora and fauna and current restoration science.
6. Experience in Excel, volunteer tracking systems, GIS, management, deep relationship/network building.
7. Excellent organizational and management skills, including previous supervisory experience including training and oversight in technical skills.
8. Ability to maintain a flexible schedule by working weekends and occasional evenings.
9. Valid New York State driver license.

How to Apply

All Applicants

Click Here to Apply: [Deputy Director of Natural Resources Training](#) OR

Go to cityjobs.nyc.gov and search for Job ID# 685807.

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# 685807 on your cover letter and resume.**

POST DATE: 10/25/2024

POST UNTIL: 11/26/2024

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

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 \(nyc.gov\)](#)