



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 657133

Office Title: Project Development Coordinator for Planning

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

Salary: \$60,889 – \$94,521

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, retaining walls and nearly 14 miles of beaches.

The Forestry, Horticulture, and Natural Resources and Planning divisions at Parks were recently combined to form the Division of Environment and Planning. The division 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 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 Coordinator, with latitude for independent initiative and judgment, manage a portfolio of open space planning projects, economic development projects, and special initiatives for the Planning, Parklands and Policy units.
- Perform due diligence to support open space acquisitions, increased recreation amenities, improved waterfront access, resiliency planning, sustainable design, an expanded citywide greenway network, and enhanced stewardship of natural resources.
- Coordinate and communicate with 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 new projects that advance the Agency's open space agenda.
- 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.
- Analyze and prepare environmental studies, land use review documents, planning documents and drawings to advance open space goals.
- Prepare briefing memoranda, project schedules, budget proposals, grant applications, correspondence, reports and other related documents.

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. A master's degree in urban planning or related field.
2. Strategic and analytic thinking, superior judgment, and excellent time management and prioritization skills.
3. Strong writing, communication and negotiation skills that address the needs of supervisors and peers.
4. Strong mapping and graphic skills. Proficiency with Microsoft Office, mapping and graphics programs.
5. A valid New York State driver license.

How to Apply

All Applicants

Click here to apply: [Project Development Coordinator for Planning](#) OR

Go to cityjobs.nyc.gov and search for Job ID# 657133.

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 and Job ID# 657133 on your cover letter and resume.**

POST DATE: 09/27/2024

POST UNTIL: 10/21/2024*

NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 10/21/2024. 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))