



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 694398

Office Title: Supervisor of Capital Fiscal Management

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

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

Number of Positions: 1

Work Location: Olmsted Center, Queens

NYC Parks manages more than 30,000 acres or 14% of the city's land, encompassing more than 5,000 individual properties. The Capital Division at NYC Parks is responsible for managing the design, construction, and administration of capital projects to expand, improve, and revitalize these public spaces. The Fiscal Management team is central to the functioning of the Capital Division and the entire capital process, as they work with staff throughout the agency to ensure projects are fully funded and completed successfully. From project initiation to closeout, the candidate will have the opportunity to work with staff from all levels and divisions and to gain a deep understanding of how capital projects are conceived and built, and they will serve as a primary liaison between NYC Parks and multiple outside agencies.

Major Responsibilities

- Under general direction, with wide latitude for independent initiative and judgment, supervise and train staff in the Fiscal Management team, who perform complex management and administration of project budgets and accounting.
- Serve as a primary liaison between NYC Parks and other City, State, and Federal agencies, and elected officials' offices. Represent the Agency at internal and external meetings.
- Coordinate with division project managers and staff to prepare and provide reports, funding summaries, and estimates for budget approvals and to request funding for new capital projects. Provide regular updates on projects to other agencies and elected officials as necessary.
- Follow up with staff to obtain all necessary documents and information. Ensure approvals for projects are obtained in a timely manner.
- Identify areas for process improvements and work with the Chief of Capital Fiscal Management and other staff to implement changes. Develop and maintain training materials and guides.
- Maintain records and documentation of all activities and costs. Manage the team's project databases. Track project expenditures and work with Accounting, Budget, and Contracts to perform reconciliations upon project completion and closeout.
- Monitor capital projects to ensure that all activities comply with applicable budgetary and accounting rules and regulations. Assist the Capital Budget unit with Certificate to Proceed (CP) preparation. Review construction contracts and consultant work orders to ensure that applicable requirements and procurement provisions are included.
- Help respond to audits and other external inquiries from the NYC Mayor's Office of Management and Budget (OMB), the Office of the NYC Comptroller, and others.
- Assist senior management with special projects as needed.

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 or master's degree in public administration, communications, social sciences, or business.
2. Superior interpersonal, communication, writing and organizational skills.
3. Ability to multi-task, prioritize competing needs and respond quickly to requests for information.
4. Proficiency in Microsoft Word, Excel, and PowerPoint.
5. Understanding of City, State, and Federal procurement, accounting, and budgeting environment and experience working with regulatory agencies. Familiarity with NYC Financial Management System (FMS).
6. A valid New York State driver license.

How to Apply

All Applicants

Click Here to Apply: [Supervisor of Capital Fiscal Management](#) OR

Go to cityjobs.nyc.gov **and search for Job ID# 694398.**

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# 694398 on your cover letter and resume.**

POST DATE: 04/04/2025

POST UNTIL: 04/25/2025*

NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 4/25/2025. Previous applicants are still under consideration and need not reapply. 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 \(nyc.gov\)](#)