



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 685695

Office Title: Capital Fiscal Management Program Coordinator

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 is a design award-winning city agency that 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, performing arts spaces, retaining walls and nearly 14 miles of beaches.

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 Capital Budget unit plays a critical role in this process, as it is responsible for administering NYC Parks' \$7+ billion ten-year capital budget and it serves as the Agency's liaison to the NYC Office of Management and Budget (OMB), which authorizes spending for all City agencies.

NYC Parks offers competitive pay and a generous benefits package that includes pension, excellent health benefits, competitive vacation/sick days and a healthy work-life balance. NYC Parks also offers innovation, leadership, the satisfaction of public service and a place to grow and develop your career. Full-time employees are also eligible for a wide variety of City benefits and perks:

Flexible Working Schedule – Compressed schedule or up to 2 days remote work may be available after 1 month.

Health Care Coverage – We offer a wide variety of health care plans to meet the needs of you and your family.

Pension – Upon retirement, qualified members of the City's generous pension program receive a guaranteed salary and health benefits for the rest of their lives.

Professional Development – We offer numerous training programs, leadership development opportunities, and career coaching services, while encouraging employees to attend approved off-site trainings and seminars.

Perks – Our employees are eligible for discounts on some of the top attractions in the city, and all employees receive free membership to our recreation centers.

Major Responsibilities

- Under general direction from the Chief of Capital Fiscal Management, with latitude for independent initiative and judgment, assist in tracking progress and implementing projects and initiatives. Ensure goals are met and required approvals are obtained in a timely manner for the Capital Fiscal Management team.
- Help facilitate meetings with various internal and external participants and stakeholders, including preparing agendas, contributing ideas and participating in discussions, taking notes, and ensuring follow-ups and action items are completed.
- Work with staff to create, review, update, and maintain libraries of presentations, training materials, and standard operating procedures (SOPs).
- Draft memoranda, briefing materials, grant applications, grant extension requests, project summaries, reports, and other official correspondence.
- Assist in the Agency's transition to vendor invoicing through the Procurement and Sourcing Solutions Portal (PASSPort). Enroll staff in PASSPort and provision them with the proper system privileges, set up contracts for invoicing, assist with troubleshooting, coordinate training requests, and serve as a liaison to the Mayor's Office of Contract Services (MOCS).
- Track and monitor approvals for vendor invoices, Certificates to Proceed (CPs), and other processes. Follow up with project teams and other staff to ensure approvals are obtained in a timely manner so that projects, contract and change order registrations, and payments are not delayed.
- Assist in capital commitment plan preparation, including coordinating new needs and environmental sustainability submissions and responses to OMB.
- Collect, review, and provide data and documents in response to audits and other requests for information from OMB, the Office of the NYC Comptroller, and State and Federal agencies.
- Respond to requests for information from the Deputy Commissioner's office.
- Direct inquiries and problems to the proper staff for resolution.
- Assist 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 social sciences, urban planning or public administration.
2. Superior writing, communication and organizational skills.
3. High degree of proficiency with Microsoft Excel and PowerPoint.
4. Ability to review, analyze and present data.

How to Apply

All Applicants

Click Here to Apply: [Capital Fiscal Management Program Coordinator](#) OR

Go to cityjobs.nyc.gov and search for Job ID# 685695.

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# 685695 on your cover letter and resume.**

POST DATE: 01/03/2025

POST UNTIL: 01/17/2025*

NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 1/17/2025. Previous applicants are still under consideration and need not reapply. References will be required upon request.