



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 688955

Office Title: Executive Administrative Coordinator for Capital Projects

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

Major Responsibilities

- Under general direction, with wide latitude for independent initiative and judgment, perform difficult and responsible administrative work in the capacity of assistant to a high-level executive manager.
- Maintain extremely demanding schedule for the Deputy Commissioner of Capital Projects. Coordinate meetings and prepare any necessary materials for those meetings.
- Initiate meetings and conference calls with Parks' staff, agency heads and community organizations.
- Assist in gathering information and preparing correspondence for the Deputy Commissioner.
- Provide general office support, maintain files and answer phones.
- Assist the Deputy Commissioner with special projects.

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. Excellent time management, writing, administrative and interpersonal skills.
2. Familiarity with Agency structure and operations.
3. Quick learner and able to multi-task and manage a complex schedule. Ability to communicate with and recognize the needs of a supervisor who is often out of the office.
4. Proficiency with Microsoft Word, Excel and PowerPoint.
5. Interest in Capital Projects and executive management.
6. Ability to work in a team environment and with staff at all levels in the Agency.

How to Apply

All Applicants

Click Here to Apply: [Executive Administrative Coordinator for Capital Projects](#) OR

Go to cityjobs.nyc.gov and search for Job ID# 688955.

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# 688955 on your cover letter and resume.**

POST DATE: 01/03/2025

POST UNTIL: 01/27/2025*

NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 01/27/2025. 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 \(nyc.gov\)](#)