



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 688539

Office Title: Unifier 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

The Capital Projects 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 Grants unit plays a critical role in this process, as it is responsible for administering a portfolio of Federal, State, and private grants that fund NYC Parks' capital projects, which total over \$490 million in the Agency's ten-year capital plan. From executing grant funding agreements through compliance and reimbursement to closeout, the candidate will have the opportunity to represent NYC Parks and serve as a primary liaison between multiple grantor agencies and design and construction project management staff.

Major Responsibilities

- Under direct supervision of the Unifier Development Manager, with considerable latitude for independent initiative and judgment, develop new modules, workflows, business processes, maintain and enhance existing Oracle Primavera Unifier application.
- Support Capital staff with the division's project tracking software (Oracle Primavera Unifier).
- Analyze complex systems and its interdependencies to provide solutions on project management.
- Identify, define and implement process controls based on Capital requirements, focused on cost controls and project management.
- Develop new or upgrade existing business processes in Unifier based on Capital Division requirements to increase efficiencies and streamline Parks' capital process.
- Collaborate with the New York City Office of Technology and Innovation (OTI) personnel for performance monitoring, security, backups, troubleshooting and data recovery.
- Assess and identify gaps in existing processes and identify key points of process improvements.
- Perform quality analysis by developing use cases and test plans for all phases of the project.

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. Strong interpersonal, communication and organizational skills.
2. Expertise in Microsoft Excel, Access, or other similar numerical/data analysis programs.
3. Well-developed skills in associated database programming languages, with an emphasis on Oracle DB Server.
4. Extensive experience in Project Controls, Capital Project Management scheduling, delay analysis, productivity analysis, risk/issue management, claims and dispute resolution.
5. Hands-on scheduling experience with Primavera P6 or Unifier, Microsoft SharePoint, NetPoint or similar scheduling software.
6. Effective presentation and meeting management skills and ability to work with both large and small groups.
7. Ability to meet deadlines and identify and resolve issues with minimal direction.

How to Apply

All Applicants

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

Go to cityjobs.nyc.gov and search for Job ID# 688539.

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# 688539 on your cover letter and resume.***

POST DATE: 01/17/2025

POST UNTIL: 02/07/2025*

NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 02/07/2025. 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 \(nyc.gov\)](#)