



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## CITYWIDE JOB VACANCY NOTICE: Job ID No. 705934

**Office Title:** Project Development Coordinator for Street Tree Bed Rodent Mitigation

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

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

**Number of Positions:** 1

**Work Location:** Randall's Island, Manhattan

NYC Parks is launching a new citywide team within Maintenance & Operations (M&O) to tackle rodent issues in street tree beds across all five boroughs. This dedicated team will include a Park Supervisor 2 (PS2), Senior Forester (SF), Project Development Coordinator (PDC), four Exterminators, and four City Parks Workers (CPWs). The necessary vehicles, equipment and supplies will be provided to support their efforts.

### Major Responsibilities

- Under the supervision of a PS2, and with latitude for independent initiative and judgment, coordinate the administrative aspects of the Street Tree Bed Rodent Mitigation Program, including project management, correspondence, strategic planning, and scheduling.
- Support the Tree Bed Rodent Mitigation unit in achieving its goals and objectives.
- Assist in the development and implementation of the program, including outreach, scope development, data collection and integrity, report production, meeting attendance, and other assigned tasks.
- Collaborate with M&O staff, internal divisions, external partners, and City agencies—including DOHMH, NYC Public Schools, NYCHA, DSNY, and the Mayor's Office—to research, evaluate and select technologies while fostering partnerships for successful program implementation.
- Prepare, update, and maintain reports, budgets, trackers and presentations as directed by the PS2 and other stakeholders.
- Serve as a liaison between divisions, agencies and interagency partners as needed.
- Assist in the development and implementation of policies and procedures to standardize information flows, improve data management, and enhance coordination and consistency of program results.
- Support correspondence and communications related to the Street Tree Bed Rodent Mitigation Program.
- Collect, organize, maintain, and disseminate data and information related to program assets and budgets; manage metadata and other technical documentation.
- Perform general administrative tasks, including scheduling meetings, taking notes, handling correspondence, answering phones, copying, mailing and updating databases.

### 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. Prior experience in operations or programs of a similar scope and nature.
2. Proficiency in database management and computer software, including Microsoft Office Suite.
3. Valid New York State driver license.

### How to Apply

#### All Applicants

**Click Here to Apply:** [Project Development Coordinator for Street Tree Bed Rodent Mitigation](#) OR

**Go to [cityjobs.nyc.gov](http://cityjobs.nyc.gov) and search for Job ID# 705934.**

**All applicants must apply via [cityjobs.nyc.gov](http://cityjobs.nyc.gov). The City is no longer using ESS to accept applications.**

**\*Current City Employees please include your ERN and Job ID# 705934 on your cover letter and resume.**

**POST DATE: 03/07/2025**

**POST UNTIL: 03/28/2025**

**NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.**

[nyc.gov/parks](http://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 \(nyc.gov\)](#)