

## CITY OF NEW YORK PARKS & RECREATION SEASONAL JOB VACANCY NOTICE

Office Title: Trees & Sidewalks Program Assistant Civil Service Title: Community Associate Work Location: Baby Queensbridge **Duration**: 6 months, beginning September 1, 2019 **Salary**: \$24.72 per hour

NYC Parks is the steward of nearly 30,000 acres of land — 14 percent of New York City — including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 1,800 basketball courts, 550 tennis courts, 67 public pools, 51 recreational facilities, 15 nature centers, 14 golf courses, and 14 miles of beaches. We care for 1,200 monuments and 23 historic house museums. We look after 600,000 street trees, and two million more in parks. We are New York City's principal providers of recreational and athletic facilities and programs. We are home to free concerts, world-class sports events, and cultural festivals.

The Forestry, Horticulture and Natural Resources Contract Administration unit is responsible for ensuring the efficient and expeditious handling of the division's contracts while communicating real-time status to division managers. The Trees & Sidewalks Program is designed to assist eligible homeowners with repairing severe sidewalk damage caused by tree root Growth to increase public safety and to ensure the health of the tree.

# MAJOR RESPONSIBILITIES

- Under general supervision, perform challenging and responsible administrative work for the Forestry, Horticulture and Natural Resources division, specifically in the Tree Preservation Team.
- Act as the main public liaison for the Trees and Sidewalk Program, including responding to official correspondence, emails, and phone calls about the program.
- Receive, process and track all correspondence related to Trees & Sidewalks Program assigned to the division by the Parks Commissioner's office in order to maintain MMR compliance.
- Research and compose correspondence for constituents and elected officials on behalf of the Parks Commissioner, Chiefs, Deputy Chiefs, Directors and Foresters before established deadlines.
- Support Forestry collaborations with 311 and Digital Media including the management of customer service content.
- Perform statistical reporting and analysis on correspondence and program trends
- Develop and implement correspondence templates and resources for use within the division and Borough Forestry offices.
- Assist with community outreach, the development of customer service strategies, and represent the agency at public forums, meetings, and conferences.
- Act as liaison with NYC Parks Legal Department and attend Examination Before Trial hearings.
- Act as main point of contact for facility matters such as computers, site maintenance, and vehicles
- Perform other administrative duties as required by the Trees & Sidewalks Program Manager and the Director of Tree Preservation

## **QUALIFICATION REQUIREMENTS**

- 1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
- 2. Education and/or experience which is equivalent to "1" above.

# PREFFERED REQUIREMENTS

- 1. A baccalaureate degree from an accredited college and two years of experience in in English, Writing, or Communications.
- 2. Excellent reading, writing, and editing skills, with strong attention to detail.
- 3. Excellent administrative and inter-personal skills, including verbal communication with both colleagues and constituents.
- 4. Interest in environmental studies, forestry, and/or government relations.
- 5. Excellent command/highly proficient in Spanish.
- 6. Proficiency in Microsoft Word and Excel.
- 7. Generally tech-savvy; experience with ArcGIS and/or ForMS is a plus.
- 8. Valid New York State driver license.
- 9. 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 for all other candidates.

**Fees:** Hired candidates will be subject to a processing fee of \$61.00. Hired candidates who are not currently employed by the City will be subject to an \$88.25 background check fee.

## HOW TO APPLY

Email resume and cover letter: Henry.Torres@parks.nyc.gov.