

Civil Service Title: Principal Administrative Associate
Title Code No: 10124
Office Title: Project Manager/Borough Liaison

Level: I
Salary: \$34,351-\$50,320
Work Location: Arsenal North, Manhattan
Number of Positions: 2

The Natural Resources Group (NRG) is responsible for monitoring, protecting and restoring natural areas within the City’s park system, including forests, grasslands and wetlands. NRG’s staff of scientists and environmental professionals also work with other divisions at Parks, as well as other agencies, institutions, consultants and community-based organizations on a wide range of natural resource issues and projects.

MAJOR RESPONSIBILITIES

- Under general supervision, with some latitude for independent initiative and judgement, perform difficult and responsible administrative functions on complicated environmental projects.
- Manage and consult on small and large-scale natural resources projects in an assigned borough.
- Implement work plans in the field and office, administer funds and track expenditures, monitor progress and complete projects on time and within budget.
- Prepare and update spreadsheets, correspondence, maps and reports documenting the status of projects.
- Research, collect and analyze information relevant to NRG’s efforts to monitor, protect and restore the City’s natural areas.
- Serve as a liaison with other Parks divisions, government agencies and private entities.
- Work with other staff and local community groups to organize volunteer involvement and increase environmental stewardship.
- Work with NRG staff to develop new project proposals, including proposals for grant funding.
- Supervise and work with interns.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in “1” above; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in “1” above; or
4. Education and/or experience equivalent to “1”, “2”, or “3” above. However, all candidates must possess the one year of administrative or supervisory experience as described in “1” above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in “1” above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

PREFERRED SKILLS/QUALIFICATIONS

1. Bachelor’s or advanced degree in ecology, environmental or natural sciences.
2. Previous experience in scientific research and/or fieldwork relating to environmental conservation.
3. Proven track record in environmental project management.
4. Excellent communication skills and writing ability.
5. Proficiency in MS Office. Familiarity with GIS/GPS technology.
6. Valid New York State driver license.

Year-Round Parks & Recreation employees who need resume assistance may call 212-830-7851 for an appointment.

To apply, please submit cover letter & resume with JVN # to:

David Terhune, Director of Personnel
City of New York/Parks & Recreation
24 West 61st Street, 2nd floor
New York, NY 10023
Email: grow@parks.nyc.gov
Attention: JVN# 846-07-11651

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POST DATE: 03/16/07	POST UNTIL: 04/06/07	JVN: 846/07/11651
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NOTE: All resumes must be received no later than the last day of the posting period.