



ONLY CURRENT YEAR-ROUND PARKS EMPLOYEES ARE ELIGIBLE TO APPLY

Civil Service Title: Director of Regional Joint Interest Park
Title Code No: 05146
Office Title: Washington Square Park Administrator
Job ID#: 270963

Level: MI
Salary: \$85,000 - \$95,000
Work Location: Manhattan
Number of Positions: 1

The Washington Square Park Administrator oversees the development, management, and programming of Washington Square Park, in close partnership with the local community. Subject to the approval of the NYC Parks Commissioner, the Board of the Washington Square Park Conservancy and the New York City Conflicts of Interest Board, the Administrator may also serve as the Executive Director of the Washington Square Park Conservancy, which will entail certain reporting requirements to the Conservancy's Board of Directors in addition to primary reporting responsibility to NYC Parks leadership.

MAJOR RESPONSIBILITIES

- Under the supervision of the Manhattan Borough Commissioner, work closely with Parks staff, elected officials, local community groups and the Washington Square Park Conservancy.
- Oversee long-term planning goals and the daily maintenance operations of Washington Square Park.
- Manage ongoing fundraising for the park.
- Cultivate and strengthen community support for the park, developing relationships with local businesses, community groups and partner agencies.
- Meet with elected officials and members of civic and community groups to foster park support and participation in park activities.
- Develop park programming for the enjoyment of children and adults who patronize Washington Square Park.
- Supervise Parks employees and, if approved as Executive Director, supervise Washington Square Park Conservancy employees.
- If approved by the appropriate parties to be the Executive Director of the Washington Square Park Conservancy, oversee not-for-profit corporate governance and development.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and four years of full-time progressively responsible experience in one or more of the following fields: technical maintenance and operations of park facilities, policy formulation and implementation, business promotion, including a minimum of 18 months in a responsible administrative, consultative, managerial or executive capacity; or
2. Education and/or experience which is equivalent to "1". However, all candidates must have 18 months of responsible administrative, consultative, managerial or executive 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 for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. Experience in organizational development, conservation and management of natural, historic and recreational resources.
2. Ability to work effectively with public agencies, volunteers and private groups to initiate projects and achieve measurable results.
3. Experience with planning and implementing capital projects.
4. Knowledge of horticulture, arboriculture and/or landscape architecture.
5. Excellent management, administrative and communication skills.
6. Ability to develop a budget and administer financial aspects of a project. Experience with fundraising.
7. Valid New York State driver license.

If you have any questions regarding this vacancy or require a reasonable accommodation during the application process, please call the Personnel Division at 212-830-7851.

Year-Round Parks Employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 270963**

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Telecommunications Device for the Deaf: (212) 504-4115
www.nyc.gov/parks

Include your ERN on all correspondence.

POST DATE: 11/04/16	POST UNTIL: 11/22/16	Job ID#: 270963
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NOTE: All resumes must be received no later than the last day of the posting period.
References will be required upon request.