

**This is an Expense funded position.**

Civil Service Title: Director of Regional Joint Interest Park  
Title Code No: 05146  
Office Title: Administrator for Washington Square Park

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

**MAJOR RESPONSIBILITIES**

- Oversee long-term planning goals and daily maintenance operations of Washington Square Park.
- Work closely with the Manhattan Borough Commissioner and other officials.
- Create and implement a strategic plan for the Park.
- Manage ongoing fundraising and develop a fundraising plan.
- Cultivate and strengthen community support for the restoration of the Park. Develop relationships with local businesses, community groups and Federal and State agencies.
- Meet with elected officials and members of civic and community groups to foster park support and participation in park activities.
- Develop park programming such as film festivals, concerts, and other special events for the enjoyment of children and adults who patronize Washington Square Park.
- Serve as a liaison between the Agency and the Washington Square Park Community.

**QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college and four years of full-time experience in one or more of the following fields: technical maintenance and operation of park facilities, policy formulation and implementation, or business promotion, at least 18 months of which experience must have been in an administrative, managerial or executive capacity, or in supervision of professional, technical, administrative or maintenance staff working in one or more of the above mentioned areas; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have at least 18 months of administrative, managerial, executive supervisory experience, or experience in supervision of professional, technical, administrative, or maintenance staff as described in "1" mentioned 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. Knowledge of horticulture, arboriculture and/or landscape architecture.
4. Excellent management, administrative and communication skills.
5. Ability to develop a budget and administer financial aspects of a project. Experience with fundraising.
6. A valid New York State driver license.

If you have any questions regarding this vacancy, please call the Personnel Division at 212-830-7851.

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

David Terhune, Director of Personnel  
City of New York/Parks & Recreation  
24 West 61<sup>st</sup> Street, 2<sup>nd</sup> floor  
New York, NY 10023  
Email: grow@parks.nyc.gov  
Fax: (917) 849-6490  
Attention: JVN# 846-13-102693

Notice to Parks employees – include your ERN on all correspondence.

THE CITY OF NEW YORK  
AND  
THE CITY OF NEW YORK / PARKS &  
RECREATION  
ARE EQUAL OPPORTUNITY EMPLOYERS  
M/F/D/V  
Telecommunications Device for the Deaf: (212) 504-4115

POST DATE: 07/06/12	POST UNTIL: 07/27/12	JVN: 846/13/102693
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NOTE: All resumes must be received no later than the last day of the posting period.