



CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 711382

Office Title: Project Development Coordinator for Environmental Planning

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

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

Number of Positions: 1 **Work Location:** Arsenal, Manhattan

NYC Parks is an award-winning City agency that builds and cares for public spaces for New Yorkers to connect, play and enjoy. NYC Parks manages more than 30,000 acres or 14% of the city's land, encompassing more than 5,000 individual properties. Our diverse set of assets includes recreation and nature centers, historic buildings and structures, athletic fields, playgrounds, sports courts, public pools, performing arts spaces, retaining walls, piers, boardwalks and nearly 14 miles of beaches.

The Division of Environment and Planning aims to protect, restore and expand New York City's green spaces and natural areas to maximize their benefits for environmental and community health and resilience. The Planning unit is at the forefront of Parks' open space agenda: communicating agency goals, policies and advancing plans for a vibrant and sustainable park system that meets the recreational, social, and environmental needs of our city. The team is responsible for the Agency's real estate and land use functions including the acquisition, disposition and preservation of parkland, Uniform Land Use Review Procedure (ULURP), environmental review, and the ownership and management of the Agency's property records. Additionally, the team develops long-term planning strategies including management of citywide and interagency resiliency and waterfront projects, development of the citywide greenway plan, and researching new initiatives.

Major Responsibilities

- Under general direction of the Director of Environmental Review and Program Delivery, with latitude for independent initiative and judgment, work as an environmental planner to manage a portfolio of environmental review matters, open space planning projects, economic development projects, climate resiliency and special initiatives.
- Serve as an Agency representative for environmental review matters, policies and compliance on a diverse portfolio of projects in relation to associated City/State Environmental Quality Review Act (CEQR/SEQRA) and National Environmental Policy Act (NEPA) procedures and regulations.
- Provide technical review of private and public sector applications and environmental assessments, including large scale neighborhood rezonings, to determine and evaluate environmental effects, impacts and mitigation measures related to NYC Parks.
- Advocate on behalf of Agency of measures to reduce or eliminate potential impacts on open space conditions and negotiate mitigation as appropriate.
- Prepare and oversee production of environmental assessments and impact statements for NYC Parks-led projects.
- Coordinate amongst unit staff and other divisions in the Agency to determine and evaluate likely effects on open space for a project undergoing review.
- Prepare correspondence to convey Agency's comments, questions and concurrence for projects undergoing detailed review and for other planning projects as assigned.
- Attend meetings and site visits with representatives of other agencies, consultants or project sponsors/developers to coordinate and discuss environmental review and other project matters.
- Perform due diligence and prepare strategic planning documents, high level maps, and graphics for presentations and planning documents to support open space acquisitions, increased recreation amenities, improved waterfront access, resiliency planning, sustainable design, an expanded citywide greenway network and other planning efforts.
- Coordinate and communicate with government agencies, stakeholders, and project partners to advance the planning and implementation of Parks' open space agenda within the context of assigned planning projects.
- Research, analyze, frame and document opportunities for new projects that advance the Agency's open space agenda.
- Present and represent the division and the Agency at project meetings. Negotiate and advocate on behalf of Parks, defending the agency's open space goals and interests.

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. A master's degree in urban planning or related field.
2. Strategic and analytic thinking, superior judgment, excellent time management and prioritization skills.
3. Experience with ULURP, NEPA, CEQR and SEQRA regulations and processes.
4. Familiarity with Section 4(f) and its impact on parkland, as well as issues related to the alienation and conversion of parkland
5. Strong writing, communication and negotiation skills that address the needs of supervisors and peers.
6. Strong mapping and graphic skills. Proficiency with Microsoft Office, mapping and graphics programs.
7. A valid New York State driver license.

How to Apply

All Applicants

Click Here to Apply: [Project Development Coordinator for Environmental Planning](#) OR

Go to cityjobs.nyc.gov and search for Job ID# 711382.

All applicants must apply via cityjobs.nyc.gov. The City is no longer using ESS to accept applications.

***Current City Employees please include your ERN and Job ID# 711382 on your cover letter and resume.**

POST DATE: 04/18/2025

POST UNTIL: 05/09/2025

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

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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 \(nyc.gov\)](#)