



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## **CITYWIDE JOB VACANCY NOTICE: Job ID No. 711371**

**Office Title:** Project Development Coordinator for 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 Chiefs of the Planning, Parklands, and Policy units, with latitude for independent initiative and judgment, work as a project planner to manage a portfolio of open space planning projects, economic development projects, climate resiliency and special initiatives.
- Perform due diligence 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.
- Prepare strategic planning documents, high level maps, and graphics for presentations and planning documents.
- Analyze and prepare environmental studies, land use review documents, planning documents and drawings to advance open space goals.
- Prepare briefing memoranda, project schedules, budget proposals, grant applications, correspondence, reports and other related documents.

### **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 and excellent time management and prioritization skills.
3. Strong writing, communication and negotiation skills that address the needs of supervisors and peers.
4. Strong mapping and graphic skills. Proficiency with Microsoft Office, mapping and graphics programs.
5. A valid New York State driver license.

### **How to Apply**

#### **All Applicants**

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

Go to [cityjobs.nyc.gov](http://cityjobs.nyc.gov) and search for Job ID# 711371.

**All applicants must apply via [cityjobs.nyc.gov](http://cityjobs.nyc.gov). The City is no longer using ESS to accept applications.**

**\*Current City Employees please include your ERN and Job ID# 711371 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](http://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 \(nyc.gov\)](http://Civil Service Exams - Department of Citywide Administrative Services (nyc.gov))