



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 398044

Office Title: Senior Project Manager for Design

Civil Service Title: Landscape Architect **Title Code No:** 21315 **Level:** III

Salary: \$87,490 - \$100,613

Number of Positions: 1 **Work Location:** Olmsted Center, Queens

NYC Parks is an award-winning city agency that designs and builds public spaces for New Yorkers to connect, play and enjoy. These public spaces, representing 30,000 acres or 14% of the city's land, encompass natural areas, parks, playgrounds, beaches, ballfields, basketball courts, athletic fields and pools.

The Landscape Architecture unit in the Capital Division is the creative force that imagines and defines the aesthetics and usage of new and refurbished public spaces. These designs impact neighborhood growth, public health and fun in communities throughout the five boroughs of New York City.

Major Responsibilities

- Under direction, with very great latitude for the exercise of independent judgment or action, work with the Chief of Landscape Architecture to develop and implement design guidelines and best practices for a wide range of Parks (e.g., historic, waterfront, playground, dog runs, skate parks) in order to streamline the design process and promote both design innovation and quality control.
- Participate in and fill in for the Chief on high-level agency, interagency and external meetings, and coordinate follow-up action.
- Spearhead and manage special projects and oversee staff working on these projects.
- Assist the agency's Public Design Commission Liaison and Design Analyst with scheduling internal design reviews and coordinating agency submissions as needed.
- Oversee the continuous improvement of the quality and consistency of schematic design and contract documents through the development of standards, assessment of staff resources, technology and training needs.
- Ensure changes to design standards are implemented smoothly and coordinate training as needed.
- Create presentations on design and quality control and best practice related topics for design staff, outside stakeholders and professional conferences.
- Approve project tasks required in the Capital Projects' project tracking system.
- Evaluate design project proposals submitted by NYC Parks' Design Excellence consultants.
- Draft policy directives and other internal correspondence. Formulate responses to press and public inquiries. Recruit and interview candidates for Landscape Architecture positions on the Capital Projects Design Teams.

Qualification Requirements

A valid New York State Registration as a Landscape Architect, and either:

1. A Master's degree in landscape architecture from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) and three (3) years of full-time, satisfactory experience in landscape architectural work; or
2. Four (4) years of full-time, satisfactory experience in landscape architectural work.

NOTE: Current New York State Registration as a Landscape Architect must be maintained for the duration of your employment.

NOTE: Landscape Architects with out-of-state registration are welcome to apply provided that reciprocal New York State registration is obtained prior to hire.

NOTE: To be eligible for placement in Assignment Level III, individuals must have at least one year within the last three years of experience as a major contributor or a project leader on a complex project requiring additional and specific expertise in the disciplines needed to design or construct the project.

This position is exempt from NYC residency requirements.

nyc.gov/parks

MOVEMENT IN THE FACE OF CIVIL SERVICE LISTS IS PROHIBITED UNDER CIVIL SERVICE LAW.

THE CITY OF NEW YORK IS AN EQUAL OPPORTUNITY EMPLOYER
TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115



NYC Parks

Preferred Skills/Qualifications

1. Familiarity with New York City Government and NYC Parks policies, procedures, Park maintenance constraints and best practice approach to design.
2. At least 5 years of experience leading complex design projects; 10 years preferred.
3. Skill in solving design problems in efficient and aesthetic ways, with ease of construction and maintenance in mind.
4. Strong writing and editing skills. Demonstrated ability to write clearly and compellingly about design.
5. Excellent design, graphic and computer skills. Proficiency in PowerPoint, Photoshop, InDesign and Sketch-up.
6. Strong communication skills including public speaking and experience translating between technical and non-technical stakeholders.
7. Experience with problem solving, researching and creating presentations and clear written documents on tight deadlines.
8. Great time management skills and the ability to stay organized while juggling multiple projects.
9. Excellent interpersonal skills and a commitment to teamwork.
10. A driver license valid in New York State.

How to Apply

Parks Employees:

1. From a Parks computer: Access **Employee Self Service (ESS)** from the Parks Intranet under Applications or use this link: <https://hrb.nycaps.nycnet/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 398044**. Do not access **ESS** using nyc.gov/ess from a Parks computer.

Parks & City Employees:

2. From a Non-Parks computer: Access **Employee Self Service (ESS)** by going to nyc.gov/ess or use this link: <https://a127-ess.nyc.gov/>. Once in **ESS**, go to Recruiting then Careers and search for **Job ID# 398044**.

Include your ERN and **Job ID# 398044** on your cover letter and resume.

All other applicants:

Click here to apply: [Senior Project Manager for Design](#) OR
Go to nyc.gov/careers/search and search for **Job ID# 398044**.

POST DATE: 07/12/19

POST UNTIL: 08/09/19*

NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 08/09/19*. Previous applicants are still under consideration and need not reapply. References will be required upon request.

nyc.gov/parks

MOVEMENT IN THE FACE OF CIVIL SERVICE LISTS IS PROHIBITED UNDER CIVIL SERVICE LAW.

THE CITY OF NEW YORK IS AN EQUAL OPPORTUNITY EMPLOYER
TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115