

**City of New York
Parks & Recreation**

**Citywide Job Vacancy Notice
Job ID N9**

Civil Service Title: Administrative Horticulturist
 Title Code No: 10071
 Office Title: Assistant Commissioner of Forestry, Horticulture and
 Natural Resources

Level: M6
 Salary: \$135,000 - \$145,000
 Work Location: Olmsted Center, Queens
 Number of Positions: 1

NYC Parks is the steward of nearly 30,000 acres of land -14 percent of New York City - including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. We operate more than 800 athletic fields and nearly 1,000 playgrounds, 1,800 basketball courts, 550 tennis courts, 67 public pools, 51 recreational facilities, 15 nature centers, 14 golf courses, and 14 miles of beaches. We care for 1,200 monuments and 23 historic house museums. We look after 600,000 street trees, and two million more in parks. We are New York City's principal providers of recreational and athletic facilities and programs. We are home to free concerts, world-class sports events, and cultural festivals. The mission of Forestry, Horticulture and Natural Resources is to protect, restore, expand and manage New York City's natural spaces and green infrastructure to maximize their benefits and promote their value within and outside of the urban ecosystem.

MAJOR RESPONSIBILITIES

- Under the direction of the First Deputy Commissioner, with wide latitude for the exercise of independent judgment and decision, oversee Parks' environmental program areas including forestry, horticulture and natural resource management.
- Develop and implement division policies and procedures.
- Oversee the management of division operations including forest and wetland restoration, research monitoring, the Urban Field Station, tree planting and procurement, tree maintenance and preservation, greenstreets and greenhouse and nursery operations.
- Oversee all associated budget, procurement, personnel, administrative, productivity reporting, database management and tracking, training and related programs. Manage over \$14 million in contracts.
- Formulate long-term sustainability goals and management plans. Oversee the development and promotion of projects like stormwater capture, green roofs, seed banking and ecosystem restoration.
- Oversee the development and leveraging of partnerships with research institutions, environmental organizations, governmental entities and stewardship groups to advance the environmental agenda of the agency.
- Manage a staff of over 110 full-time employees and oversee training and staff evaluations.
- Provide effective and inspiring leadership and serve as a valuable contributing member to the Parks top leadership team.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college with major study in horticulture, arboriculture or landscape architecture and four years of full-time, paid experience in horticultural work of which two (2) years must have been in a supervisory, administrative, consultative, managerial or executive capacity; or
2. A satisfactory equivalent. However, all candidates must have at least a high school diploma or evidence of having passed an examination for a high school equivalency diploma and one year of supervisory, administrative, consultative, managerial or executive experience as described above.

Residency in one of the five boroughs of New York City required within 90 days of hire.

PREFERRED SKILLS/QUALIFICATIONS

1. A Master's degree with a specialization in forestry or a related subject and ten years of experience in forestry or a related field.
2. Extensive experience in fiscal and personnel management, contracts and inventory management.
3. Robust track record of working successfully with municipal agencies, other organizations and diverse constituents.
4. Strong evidence of success in advocacy for programs and needed resources.
5. Evidence of excellent communication and networking skills, and positive professional relationships with staff and internal and external stakeholders.
6. Leadership in major policy development and successful implementation.
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.

City Employees:

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

Include your ERN # on all correspondence.

For all other applicants:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#:**

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POST DATE:	POST UNTIL:	Job ID#:
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