

**City of New York
Parks & Recreation**

**Citywide Job Vacancy Notice
Job ID N9**

Civil Service Title: Deputy Commissioner
Title Code No: 95861
Office Title: Deputy Commissioner – Chief Administrative Officer

Level: M8
Salary: \$170,000 - \$179,000
Work Location: Manhattan
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.

MAJOR RESPONSIBILITIES

- Under the executive review of the Commissioner, with the broadest latitude for the exercise of independent judgment, initiative and scope of action, oversee the following divisions: Budget, Personnel, Labor Relations, Innovation and Performance Management, Grants, Purchasing, Payroll & Timekeeping, Benefits, Facilities, Information Technology, Telecommunications, Training and the Parks Opportunity Program (POP).
- Responsible for planning, evaluating, structuring, directing and implementing all policy and programs affecting staff support services, and establish and monitor key performance indicators.
- Oversee and ensure fiscal responsibility for a \$450 million expense budget and \$20 million in City, State, Federal and private grants.
- Lead the recruitment and development of assistant commissioners and other top leaders for the divisions supervised, and support recruitment and development of other managers within Administration.
- Provide leadership for and create and promote a financial strategy for Parks, focused greatly on strengthening Parks' maintenance and operations activities. Create a long-term strategy for this and other priorities, prepare ongoing budget submissions to implement the strategy, and advocate effectively for new budget resources with OMB, City Hall and others.
- Oversee effective performance monitoring programs for Administration including performance goals, valid and reliable performance measures, and effective improvement activities including meetings, coaching, staff development, technical assistance, and recognition and corrective actions.
- Effectively represent the interests of all New Yorkers by ensuring that hiring reflects the diversity of every community in NYC, especially in the critical area of senior staff appointments.
- Represent Parks and work closely with partners including OMB, Finance, DoITT, DCAS, the Mayor's Office of Contracts, Office of Labor Relations, the Mayor's Office of Operations, NYC Comptroller and others to manage and cultivate existing and new relationships.
- Provide effective and inspiring leadership and serve as a valuable contributing member to the Parks top leadership team.

PREFERRED SKILLS/QUALIFICATIONS

1. Master's degree in a related field and ten years of management experience.
2. A proven ability to create strong financial strategies and promote them successfully with NYC OMB, the Mayor's Office and other critical partners.
3. Proven experience leading Administrative services operations in government settings.
4. Robust track record of working successfully with municipal agencies, other organizations and diverse constituents.
5. An understanding of both the transactional and developmental functions of human resources operations within NYC government and an understanding and commitment to improving the work culture of service organizations.
6. Strong analytical skills – quantitative and qualitative.
7. Strong communications skills – verbal and written.
8. Strong facilitation and group process skills.
9. Commitment to diversity in building a strong organization.
10. Valid New York State driver license.

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

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#:**

**THE CITY OF NEW YORK
AND
THE CITY OF NEW YORK / PARKS & RECREATION
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Telecommunications Device for the Deaf: (212) 504-4115
www.nyc.gov/parks**

POST DATE:	POST UNTIL:	Job ID#:
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