

**City of New York
Parks & Recreation**

**Citywide Job Vacancy Notice
Job ID № 287157**

Civil Service Title: Administrative Horticulturist
Title Code No: 10071
Office Title: Director of Green Infrastructure and Design

Level: MI
Salary: \$90,000 - \$100,000
Work Location: Olmsted Center, Queens
Number of Positions: 1

The mission of Forestry, Horticulture and Natural Resources (FHNR) 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

- Reporting to the Chief of Natural Resources, with direction from the Assistant Commissioner, manage a staff of landscape architects, environmental and civil engineers and others, to formulate strategic plans for Green Infrastructure, including the design and supervision of contracts for the construction of stormwater capture projects citywide. These projects may consist of Greenstreets, bioswales, raingardens and retrofitting of parkland for stormwater capture.
- Provide quality control for FNHR to assure all green infrastructure and restoration designs and construction documents are developed in accordance with agency standards.
- Oversee review of other agency designs including Department of Transportation (DOT), Department of Design and Construction (DDC), Department of Environmental Protection (DEP), Economic Development Corporation (EDC) and other agencies and consultants to assess opportunities for green infrastructure and maximum conservation of natural resources.
- Supervise review of all proposed design projects and the review of concept and planting plans for feasibility and integration of multiple design criteria important for Parks.
- Work closely with DEP to create and execute Green Infrastructure across the city, including the design, construction, maintenance and monitoring of Greenstreets, bioswales, green roofs, bioretention systems, rainwater gardens and retro-fitted parkland.
- Work with other Directors and Program managers in FHNR and other city and agency leads in developing and advancing long-term plans and projects focused on water quality and other ecosystem services like flood protection and habitat restoration.
- Work with Director of Horticulture and Borough Horticulture Managers and interagency partners to develop green infrastructure design and maintenance solutions to construction and maintenance challenges and obtain design approval for permits.
- Oversee development, monitoring and adaptation of performance measurement metrics and projections.
- Establish partnerships with research institutions to study, monitor and evaluate project effectiveness. Pursue grants and funding.
- Oversee staff in the administration of contract budgets, production of construction reports, review and approval of payment requisitions, and monitoring contractors’ adherence to agency plans and specifications.
- Manage and motivate assigned staff to meet agency objectives.
- Assist in planning staff training programs and perform staff evaluations.
- Represent the agency and division at meetings, hearings, conferences and other venues.

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 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 for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. Candidate holds a permanent or non-competitive title.
2. Five years of experience in a supervisory capacity in engineering, landscape architecture, horticulture, arboriculture or other related areas.
3. Excellent leadership, writing and oral communication skills.
4. Strong horticultural and arboricultural knowledge and experience with design and construction.
5. Familiarity with urban landscapes (in particular New York City) and Northeast plants and expertise in stormwater capture technology.
6. Fluency with Microsoft Office, Adobe Photoshop, InDesign, CAD and ArcGIS.
7. Demonstrated ability to work independently and manage a wide range of projects.
8. Proven track record of goal-based accomplishments.
9. A valid New York State driver license.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 287157**

Include your ERN on all correspondence.

For all other applicants:

Click here to apply: [Director of Green Infrastructure and Design](#) **OR**

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 287157**

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

POST DATE: 04/14/17	POST UNTIL: 05/12/17	Job ID#: 287157
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NOTE: All resumes must be received no later than the last day of the posting period.
References will be required upon request.