



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 416109

Office Title: Director of NYC Urban Field Station

Civil Service Title: City Research Scientist **Title Code No:** 21744 **Level:** III

Salary: \$90,000 - \$100,000

Number of Positions: 1 **Work Location:** Urban Field Station, Ft. Totten

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

- With considerable latitude for independent judgement and in partnership with the Co-Director from US Forest Service, advance the goals and objectives of the NYC Urban Field Station (UFS) as a physical space and a network of partners focused on research, convening, and communications on social-ecological systems and natural resources management.
- Nurture, manage, and advance relationships, programs, and initiatives between the three core partners: NYC Parks, US Forest Service, and Natural Areas Conservancy.
- Develop partnerships with scientific institutions to answer land management and stewardship questions of core partners to understand, restore, and conserve local nature. Alignment with existing key initiatives is important.
- Coordinate science communications program, Science of the Living City, and its public seminars.
- Plan and execute workshops, meetings, brown bags, and Artist in Residence program to advance UFS programs.
- Working with NYC Parks' Senior Scientist, define data analysis, synthesis, and research needs for division.
- Manage Program Coordinator who oversees the management of the facility, resident services, and communications, including convening, the webpage and social media.
- Oversee budget, licensing agreement, and MOU with US Forest Service.
- Represent the Division at meetings, conferences, seminars, and with local and national partners and decision-makers.
- Complete reports for agency leadership and partners, grant writing for projects, and presentations for community of practice and the public.

Qualification Requirements

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time experience in the appropriate field of specialization, including one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have a master's degree in an appropriate field of specialization and one year of full-time experience in a responsible supervisory, administrative, or research capacity as described in "2" 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 PhD or equivalent research experience in ecology, social sciences, science communications or other relevant fields of study.
2. Excellent supervision and management experience and skills.
3. Excellent communication and writing skills.
4. Experience in collaborative work and forming and nurturing partnerships.
5. Capacity to work independently.

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# 416109**. Do not access **ESS** using nyc.gov/ess from a Parks computer.

- 2) **Parks & City Employees:**

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# 416109**.

Include your ERN and **Job ID# 416109** on your cover letter and resume.

All other applicants:

Click here to apply: [Director of NYC Urban Field Station](#) OR

Go to nyc.gov/careers/search and search for **Job ID# 416109**.

POST DATE: 10/11/19

POST UNTIL: 11/08/19

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

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