



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

## CITYWIDE JOB VACANCY NOTICE: Job ID No. 703427

**Office Title:** Contract Coordinator for Environment and Planning

**Civil Service Title:** Community Coordinator **Title Code No:** 56058 **Level:** NA

**Salary:** \$60,889 - \$94,521

**Number of Positions:** 1

**Work Location:** Olmsted Center, Queens

The Environment and Planning division includes Forestry Operations, Forestry Programs, the Natural Resources Group, Nurseries and Planning teams. We are committed to attracting and retaining a diverse staff and we encourage candidates from all backgrounds to apply.

### Major Responsibilities

- Under general supervision, with latitude for independent initiative and judgment, coordinate all non-technical aspects of contract administration for all Environment and Planning Private funded contracts.
- Assist with the preparation of all contract documents required to transmit, bid out, award, register and close out contracts.
- Liaise with budget office to track the private funding allocations.
- Attend bid openings, pre-construction, and other meetings, keep records and issue minutes when necessary.
- Coordinate with Parks' Management Services Office to track contracts/work orders after transmittal to ensure the timely assignment of bid dates; track progress of awards, registrations, order-to-work (OTW) letters.
- Assist with the preparation of all construction documents, including but not limited to consultant work order requests, change orders, overruns, time extension, and monitor submission, progress and approvals.
- Monitor contract management during construction phase including but not limited to the preparation of contract documents and correspondence; review of contract payments and submittals; and track due dates for inspections and other contract milestones.
- Enter subcontractor information in City's Financial Management System (FMS); assist with FMS project scheduling task.
- Track contract productivity and enter data in the Agency's database programs and Excel worksheets to keep contract databases up-to-date and communicate daily, weekly and monthly progress/status.
- Maintain accurate and current filing system; perform data entry into different contract systems and ensure that all data is entered accurately, and information is organized and easily retrievable to prepare various reports and briefings.
- Assist with archiving contract files when needed.
- Identify and communicate emerging issues to supervisor.
- Assist Capital with procurement if needed.
- Perform special projects and other related duties as required.

### Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" 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. Proficiency in Microsoft Office Suite, particularly in Excel or similar spreadsheet programs. Some knowledge of Parks Unifier system, NYC Financial Management System (FMS), NYC procurement system- PASSPort, Microsoft Project and Access Database will be helpful.
2. Detail oriented and excellent organization skills.
3. Basic understanding of contract administration.
4. Excellent communication skills.
5. Ability to follow directions and work independently.
6. Valid New York State driver license.

### How to Apply

**All Applicants:**

Go to [cityjobs.nyc.gov](http://cityjobs.nyc.gov) and search for Job ID# 703427.

**All applicants must apply via [cityjobs.nyc.gov](http://cityjobs.nyc.gov). The City is no longer using ESS to accept applications.**

**\*Current City Employees please include your ERN and Job ID# 703427 on your cover letter and resume.**

**POST DATE:02/21/2025**

**POST UNTIL: 03/14/2025**

**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](http://nyc.gov/parks)

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115

For information about applying for Civil Service Exams go to: [Civil Service Exams - Department of Citywide Administrative Services \(nyc.gov\)](http://Civil Service Exams - Department of Citywide Administrative Services (nyc.gov))