

**City of New York
DEPARTMENT OF TRANSPORTATION
Job Posting Notice**

Civil Service Title: Community Coordinator	Level:
Title Code No: 56058	Salary: Frequency: Annual
Business Title: Partner Contract Coordinator	Work Location: 55 Water Street, 6 th Floor New York, NY
Division/Work Unit: Transportation Planning & Management	Number of Positions: 1
Job ID:	Hours/Shift: 35hrs / 9:00am – 5:00pm
<u>Job Description</u>	
<p>DOT is seeking a project manager for its Public Space Unit, Division of Transportation Planning and Management. The Public Space Unit is responsible for empowering New Yorkers to reimagine and utilize their city streets as public space through a series of application-based programs. These programs include CityBench, Weekend Walks, Shared Streets, Street Seats, and Plazas.</p> <p>The successful candidate will manage the plaza program partner contracts under the Deputy Director of Public Space and provide support to the Senior Manager of Community Partnerships and Programs for the OneNYC Plaza Equity Program; a OneNYC initiative dedicated to delivering high quality public space to neighborhoods that lack resources. The successful candidate will need to work closely with over 50 community partners of varying capacities to: develop maintenance plans and budgets; to execute legal agreements for pedestrian plazas at various stages of interim and capital implementation; to develop metrics and track partner capacity; and monitor the maintenance quality of plazas citywide. The position also requires close coordination within DOT, particularly with the Legal and Concession Units. Other tasks include attending and speaking at public meetings, contract tracking and other associated administrative tasks, and creating presentations and other graphic materials to demonstrate impact of the OneNYC Plaza Equity Program. Candidate will be expected to be familiar with public space design and management issues in New York City.</p>	
<u>Minimum Qualification Requirements</u>	
<p>1. A baccalaureate degree in planning from an accredited college and three (3) years of full-time experience in planning, design, research, investigations and/or studies related to urban design and/or community development programs; or</p> <p>2. Education and/or experience which is equivalent to "1" above. Graduate work leading to an advanced degree in architecture, urban design or city planning may be substituted for experience on a year-for-year basis.</p>	
<u>Preferred Skills</u>	
<p>Excellent organization and project management skills; ability to write and speak persuasively about technical subject matter, experience working with city government legal agreements, Business Improvement Districts / not-for-profit sector, community engagement, public space management and maintenance, ability to manage and track multiple projects and budgets, presentations and meeting facilitation; Microsoft Office, graphic programs such as Adobe Creative Suite, and other presentation skills, bi-lingual in Spanish a plus.</p>	
<u>Additional Information</u>	
<p>New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>	
To Apply	
<p>All resumes are to be submitted electronically using one of the following methods:</p> <p>Please go to www.nyc.gov/careers/search and search for the Job ID number:</p> <p>Current employees please log on into Employee Self Service at https://hrb.nycaps.nycaps.nycnet follow the Careers Link. Job ID number:</p> <p>No phone calls, faxes or personal inquiries permitted.</p> <p>Only applicants under consideration will be contacted.</p> <p>Most public libraries have computers available for use.</p> <p>Note: New hires must reside in NYC for the first two years of employment. Appointments are subject to OMB approval.</p> <p>For more information about DOT, visit us at: www.nyc.gov/dot.</p>	
Posting Date:	Post Until:

The City of New York is an Equal Opportunity Employer