



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 717708

Office Title: Project Development Coordinator for Capital Legal

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

Salary: \$62,868 - \$97,593

Number of Positions: 1

Work Location: Olmsted Center, Queens

The Capital Legal Division consists of Agency attorneys and administrative support staff and oversees matters relating to Agency Capital and Construction procurement contracts, consultant service contracts including contract administration, as well as providing legal advice to staff at the Olmsted Center and throughout the Agency related to construction and construction related matters.

Major Responsibilities

- Under general direction, with latitude for independent initiative and judgment, serve as the Legal Administrator for the Capital Projects Legal Division and support the attorneys in the Capital Legal Division and office daily operations.
- Routinely update multiple Excel logs/tracking sheets.
- Routinely organize, maintain, and update the Capital Legal Division's digital files.
- Serve as the Capital Legal Division's liaison on both intra-agency and interagency matters.
- Track cycles times for contracts in procurement.
- Handle special projects for the Capital Legal Division.

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. Bachelor's degree.
2. Familiarity with NYC Parks Capital division or capital processes.
3. Proficient in Microsoft Word, Excel and PowerPoint.
4. Excellent communication and organizational skills.
5. Strong customer service skills, attention to detail and ability to multitask.
6. Ability to handle confidential matters.
7. Strong computer and database skills.
8. Procurement or construction experience a plus.

How to Apply

All Applicants

Click Here to Apply: [Project Development Coordinator for Capital Legal](#) OR

Go to cityjobs.nyc.gov **and search for Job ID# 717708.**

All applicants must apply via cityjobs.nyc.gov. The City is no longer using ESS to accept applications.

***Current City Employees please include your ERN on your cover letter and resume.**

POST DATE: 06/27/2025

POST UNTIL: 07/14/2025*

NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 07/14/2025. Previous applicants to Job ID# 712376 are still under consideration and need not reapply. References will be required upon request.

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 \(nyc.gov\)](#)