



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 473869

Office Title: Director of the Greenbelt Native Plant Center

Civil Service Title: Administrative Horticulturist **Title Code No:** 1007C **Level:** NM

Salary: \$95,000 - \$100,000

Number of Positions: 1 **Work Location:** Greenbelt Native Plant Center, Staten Island

The mission of the Division 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. The Greenbelt Native Plant Center (GNPC) is the Division's native plant nursery and regional seed bank. Programs provide live plants, develop bulk seed and bank genetically appropriate seed to meet city and agency needs.

MAJOR RESPONSIBILITIES

- With wide latitude for the exercise of independent judgment and initiative, and responsibility for management and operations of the GNPC, oversee the Nursery Manager, Plant Production Manager, Deputy Director and all plant production activities and operations of the 12-acre site and its programmatic areas. Oversee planning and coordination of all satellite native plant production facilities for FHNR. Report to and receive direction and guidance from Chief of the Division of Forestry, Horticulture and Natural Resources.
- Oversee operation of the GNPC office, including supervision of office staff on issues relating to personnel, timekeeping, and purchasing and receiving. Oversee bookkeeping and reporting related to nursery plant and seed production, contracts, and budgets. Plan annual budgets and purchases.
- Prepare and oversee external contracts, for example to increase seed production or grow native plants as consolidated orders.
- Oversee goal setting, work plans, project & program management and reporting, fielding of new requests for collaboration and services, and integration of these with other FHNR natural resource programs and operations through coordination with other FHNR senior staff.
- Develop and execute communication and development goals for GNPC, including identifying and applying for grants, providing nursery tours, participating in field visits, speaking at public forums, and conferences.
- Oversee communications with the NYC Parks Staten Island Borough Office and with Citywide Services to manage emergency and on-going repairs and improvements.
- Identify, develop scope of work for, and report on staffing and resource needs, including capital new needs related to physical plant.
- Direct science and education related mission of GNPC, including volunteers, interns, and educational partnerships.
- Lead FHNR native plant services and optimization planning for all plant production facilities (including seed production sites and FHNR Citywide Nursery) to evaluate and eventually implement plans for increased effectiveness in meeting restoration and biodiversity missions.

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 within 90 days of hiring for all other candidates.

Preferred Skills/Qualifications

1. Demonstrated expertise managing a plant nursery, contracts, physical plant, facilities maintenance and operations, and technical staff.
2. Demonstrated expertise in native plant production, conservation, use in ecological restoration applications and seed banking.
3. A master's degree from an accredited university with specialization in environmental sciences, plant ecology, horticulture or a related subject.
4. Strong knowledge of agency structure and divisions and/or government operations.
5. Excellent writing, supervisory, administrative and interpersonal skills.
6. Proficiency in Microsoft Word, Excel and Access.
7. Valid New York State driver license.

Vaccination Requirement: As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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# 473869** Do not access **ESS** using nyc.gov/ess from a Parks computer.

Parks & City Employees:

- 2) 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# 473869**.

Include your ERN and **Job ID# 473869** on your cover letter and resume.

All other applicants:

Click here to apply: [Director of the Greenbelt Native Plant Center](#) OR

Go to nyc.gov/careers/search and search for **Job ID# 473869**.

POST DATE: 09/24/21

POST UNTIL: 10/15/21*

NOTE: All resumes must be received no later than the last day of the posting period. *Posting period extended to 10/15/2021. Previous applicants 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