

City of New York
DEPARTMENT OF TRANSPORTATION
Job Posting Notice

Civil Service Title: COMMUNITY COORDINATOR	Level: 00		
Title Code No: 56058	Salary: \$54,100.00/\$62,215.00-\$83,981.00 Frequency: ANNUAL		
Title Classification: Non-Competitive			
Business Title: Outreach Liaison	Work Location: 55 Water St Ny Ny		
Division/Work Unit: Office of Bicycle/Pedes Prgms	Number of Positions: 1		
Job ID: 544398	Hours/Shift: 35 hours / M - F		
<p>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.</p> <p style="text-align: center;">Job Description</p> <p>The Division of Transportation, Planning and Management is seeking an experienced and motivated Community Coordinator for its Public Space Unit to support the expansion of public spaces. The Public Space Unit is responsible for engaging New Yorkers to reimagine and utilize their city streets as public space through a series of application-based programs. These programs include Open Streets, Street Seats, Shared Streets, and Plazas. The successful candidate will provide planning, design, implementation, and analysis support for critical Open Street and other public space projects in all 5 boroughs. The candidate will need to work closely with internal DOT units and partner organizations to deliver designs that meet the program goals and maintenance standards. The position requires close coordination with multiple city agencies, Business Improvement Districts, and other community-based organizations. Other tasks include site inspection and field analysis, preparing and giving public presentations, reviewing designs, attending design meetings, creating public space event and concession layouts, creation and synthesis of public engagement tool and surveys, and program tracking and mapping. The ideal candidate will be expected to be familiar with public space design and management issues. This is an opportunity to work with a team dedicated to enhancing commerce, community, and culture in the public realm while improving safety, accessibility, and walkability throughout New York City. The selected candidate will be expected to work collaboratively and inclusively, seeking to cultivate continued professional development and effectively communicate with all stakeholders. The ideal candidate should have experience in managing budgets and grants, meeting milestones, and compliance with all city, state and federal oversight rules and regulations. The candidate will be responsible for ensuring adherence to all agency safety rules and regulations in creating a safe work environment for themselves and colleagues, ensuring all safety equipment and gear are used and worn properly where/when required. The Department of Transportation's (DOT) mission is to provide for the safe, efficient, and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents. DOT is an equal opportunity employer, committed to recruiting and maintaining a diverse workforce in an open and inclusive environment. The Division of Transportation Planning & Management is responsible for the safe, efficient, and environmentally responsible movement of people and goods on the City's streets, supporting the larger goals of economic and social vitality for people living, working, and doing business in New York City. The Division's responsibilities include planning, street design, technical analysis, signs, transit development, freight mobility and markings, ensuring the safety of motor vehicle occupants, pedestrians, and cyclists.</p> <p style="text-align: center;">Minimum Qualification Requirements</p> <ol style="list-style-type: none"> 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. <p style="text-align: center;">Preferred Skills</p> <p>Professional experience in planning and/or urban design. Ability to identify problems manage against tight timelines, prioritize among competing needs and opportunities and manage multiple projects at the same time. Proficiency in MS Word, PowerPoint, and Excel, Access and other database administration. Extensive experience in additional software skills, such as AutoCAD and ArcGIS. Proactive and collaborative work style. Strong organizational, communication, administrative, writing and presentation skills. It is desirable that the candidate demonstrate a willingness to work in field or at DOT warehouse facilities, as needed.</p> <p style="text-align: center;">Additional Information</p> <p>***Note: Less than 2 yrs. City Service - \$54,100, 2 or more yrs. City service - Minimum Incumbent Rate: \$62,215. *** This position is open to qualified persons with a disability who are eligible for the 55-a program. Please indicate in your resume or cover letter that you would like to be considered for the position under the 55-a program. As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply on line at nyc.gov/studentloans or at nyc.gov/dcas.</p> <p style="text-align: center;">Residency Requirement</p> <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> <p style="text-align: center;">To Apply</p> <p>All resumes are to be submitted electronically using one of the following methods: External applicants, please go to www.nyc.gov/careers/search and search for the Job ID 544398 Current employees please log on into Employee Self Service at https://hrb.nycaps.nycnet follow the Careers Link and search for Job ID # 544398 No phone calls, faxes or personal inquiries permitted. Only applicants under consideration will be contacted. Most public libraries have computers available for use. Note: New hires must reside in NYC for the first two years of employment. Appointments are subject to OMB approval. For more information about DOT, visit us at: www.nyc.gov/dot.</p> <p style="text-align: center;">Recruitment Contact</p> <tr> <td>Posting Date: 08/09/2022</td> <td>Post Until: 08/23/2022</td> </tr>		Posting Date: 08/09/2022	Post Until: 08/23/2022
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The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.