

**This is an IFA funded position.**

Civil Service Title: Computer Operations Manager  
Title Code No: 10074  
Office Title: Deputy Director of GIS and Information Management for  
Forestry, Horticulture & Natural Resources

Level: MI  
Salary: \$65,000 - \$80,000  
Work Location: Olmsted Ctr., Queens  
Number of Positions: 1

The divisions of Forestry, Horticulture & Natural Resources are central to executing the greening components of PlaNYC and MillionTreesNYC. Central Forestry & Horticulture oversee and coordinate forestry operations and green infrastructure projects. The Natural Resources Group's mission is to conserve and restore New York City's natural resources and habitats for biodiversity and ecosystem services. These divisions include the New York City Urban Field Station, Parks' research partnership with the USDA Forest Service.

**MAJOR RESPONSIBILITIES**

- Under general supervision of the Director of Research & Analysis, manage a wide variety of data and information resources to support operations and analytics for Forestry, Horticulture and Natural Resources. Work with managers and cooperating researchers on analyses and data dissemination/coordination. Provide prompt information and GIS assistance to agency partners and stakeholders. Work with other city/state/federal agencies on specific projects like mapping green infrastructure priorities in roadbeds, watershed and natural areas.
- Supervise division's GIS and information management staff who execute spatial and non-spatial analyses. Develop cartographic, statistical and narrative materials to support operations and research projects. Coordinate the preparation of analytical/presentation quality data summaries, analyses and maps for stakeholders and the general public.
- Supervise the collection of spatial and non-spatial data from a variety of sources including field observations, imagery, GPS, and existing databases and maps. Coordinate the storage, organization, and maintenance of data relevant to natural resource conservation, ecological monitoring and restoration, urban forestry and green infrastructure. Maintain and publish a data catalog of the divisions' data.
- Work with Parks' Information Technology (IT) division to define and implement an information model that starts with the collecting of data and ends with delivery of information to all users. Develop data standards that promote information relationships and discourage data redundancy; develop and enforce quality standards. Ensure proper documentation of methodologies and creation of metadata.
- Work to ensure the quality and integrity of the forest inventory and ecological assessment geodatabases. Oversee cartographic support and conduct spatial analyses of inventory and associated service request, inspection and work records, and to track ecological restoration work and support restoration planning.
- Research, recommend and implement new methodologies and solutions through the use of technology. Foster the use of mobile computing, Global Positioning Systems (GPS) and remote sensing data to support urban forestry and natural resource initiatives.

**QUALIFICATION REQUIREMENTS**

1. Six (6) years of progressively responsible full-time paid experience supervising or administering computer operations involving a large-scale third generation computer at least 18 months of which shall have been in a managerial capacity.
2. Education at an accredited college or university may be substituted for the general experience described above (but not for the 18 months of managerial experience described above) at the rate of one year of college for 6 months of experience up to a maximum of 4 years college for 2 years of experience. In addition a Master of Business Administration, Master of Public Administration or any other Master's Degree in Management of Administration may be substituted for an additional year of general work experience. However, all candidates must possess the 18 months of administrative or managerial experience described above.  
This position is exempt from NYC residency requirements.

**PREFERRED SKILLS/QUALIFICATIONS**

1. A degree with major study in Geography, Geographic Information Systems, environmental sciences, ecology, forestry and other related disciplines such as horticulture, landscape architecture or city planning.
2. Extensive experience using GIS software specifically ArcGIS, familiarity with ArcMap extensions, and GIS-based applications.
3. Experience managing and analyzing very large data sets and keeping detailed project logs.
4. Strong computer software experience with all Microsoft Office applications; familiarity with data visualization software such as Tableau.
5. Strong communication skills, especially with analytical products, as well as process documentation and sharing knowledge.

If you have any questions regarding this vacancy, please call the Personnel Division at 212-830-7851.

**To apply, please submit cover letter & resume with JVN # to:**

David Terhune, Director of Personnel  
City of New York/Parks & Recreation  
24 West 61<sup>st</sup> Street, 2<sup>nd</sup> floor  
New York, NY 10023  
Email: grow@parks.nyc.gov  
Fax: (917) 849-6490  
Attention: JVN# 846-11-84657  
Notice to Parks applicants – include your ERN on all correspondence.

**THE CITY OF NEW YORK  
AND  
THE CITY OF NEW YORK / PARKS &  
RECREATION  
ARE EQUAL OPPORTUNITY EMPLOYERS  
M/F/D/V  
Telecommunications Device for the Deaf: (212) 504-4115**

POST DATE: 02/11/11	POST UNTIL: 03/04/11	JVN: 846/11/84657
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NOTE: All resumes must be received no later than the last day of the posting period.