



NYC Parks

CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 572136

Office Title: Forestry Data and Product Specialist

Civil Service Title: IT Project Specialist **Title Code No:** 95710 **Level:** NA

Salary: \$75,000

Number of Positions: 1 **Work Location:** Olmsted Center, Queens

The mission of Environment and Planning (E&P) at NYC Parks is to plan resilient and sustainable parks, public spaces, and recreational amenities, build a park system for present and future generations, and care for parks and public spaces. This position will work within the Data Systems and Analytics team of the E&P division. The team is responsible for creating tools and applications, developing, and maintaining enterprise asset management systems, making reports and dashboards, and conducting analytics for 200+ people that focus on forestry and natural area operations, management, and conservation.

Major Responsibilities

- Under general direction of supervisor, with wide latitude for independent initiative and judgment, oversee day-to-day operations and usage of forestry data systems and products.
- Collaborate and communicate with a cross-functional team on product maintenance needs; solicit user feedback and maintain a prioritized list for bug fixes and improvements to supported systems.
- Create and update user guides and stories on forestry data system tools and applications, host documentation on centralized data repositories.
- Provide user support and facilitate trainings on forestry tools, standard operating procedures, and data management best practices.
- Communicate to end users all software, hardware, and workflow changes in forestry data system tools and applications.
- Monitor and respond to requests to the Data Systems and Analytics team and escalate through the ITT service desk as needed.
- Oversee and manage fleet of Division hardware; ensure status and functionality, facilitate repairs, replacements, and procurement of new devices.
- Develop, monitor, and track key product and data performance indicators; engage in ongoing data quality assurance.
- Identify ongoing data quality issues and propose corrective measures; collaborate with end users to implement solutions to ensure data quality standards.

Qualification Requirements

1. A baccalaureate degree from an accredited college in computer science, engineering, human computer interaction, interactive media, digital and graphics design, data visualization, communication or a related field, and four years of satisfactory full-time experience related to the areas(s) required by the particular position and a specialization in a relevant technology, process, methodology and/or domain; or,
2. An associate degree from an accredited college in computer science, engineering, human computer interaction, interactive media, digital and graphics design, data visualization, communication or a related field, and six years of satisfactory full-time experience related to the areas required by the particular position and a specialization in a relevant technology, process, methodology and/or domain; or,
3. A baccalaureate degree from an accredited college, and eight years of satisfactory full-time experience related to the area(s) required by the particular position and a specialization in a relevant technology, process, methodology and/or domain; or,
4. Education and/or experience which is equivalent to "1", "2" or "3" above.

This position is exempt from NYC residency requirements.

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.

Preferred Skills/Qualifications

1. Demonstrated experience working with geospatial data and GIS software.
2. Familiarity and/or experience working with business intelligence tools such as PowerBI or Tableau.
3. Demonstrated experience working with cross-functional teams on product development.
4. Demonstrated experience with providing end user support on technical product usage.
5. Excellent writing and public speaking skills.

nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115



NYC Parks

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 Careers and search for **Job ID# 572136**. 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 Careers and search for **Job ID# 572136**.

Include your ERN and **Job ID# 572136** on your cover letter and resume.

All other applicants:

Click here to apply: [Forestry Data and Product Specialist](#) OR
Go to nyc.gov/careers/search and search for **Job ID# 572136**.

POST DATE: 02/03/2023

POST UNTIL: 02/27/2023

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

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