

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

## DIVISION

Citywide Services

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## AGENCY DESCRIPTION (Max characters 3000)

The New York City Department of Parks and Recreation manages 14 percent of the land in New York City. These assets range from playgrounds and large parks, to tranquil wooded areas and miles of beaches. Parks serve as New Yorkers' backyards, as meeting areas for outdoor play and recreation - but also as critical engines for economic growth and development.

NYC Parks' mission 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 to benefit New Yorkers across the five boroughs.

Through an effort to improve the quality, accessibility, efficiency and sustainability of our city parks by increasing investment in underserved neighborhoods and expanding parkland: NYC Parks' **Community Parks Initiative**, at the center of the Mayor's plan, is completely redesigning and reconstructing parks in neighborhoods across the city with the greatest needs --35 of which are nearing the construction phase.

NYC Parks is also leading in innovative park design with **Parks Without Borders**, a new design approach that focuses on improving park entrances, edges, and spaces adjacent to parks. By extending parks into communities, Parks Without Borders will improve New Yorkers' access to quality parks.

Ongoing work to care for our parks has:

- Reconnected the City's two most northern boroughs, Manhattan and The Bronx, when NYC Parks' historic High Bridge was reopened.
- Re-energized Flushing Meadow Corona Park in Queens, one of New York's largest parks, drawing visitors from around the globe.
- Reinforced our commitment to growing greenspaces by meeting our goal to plant 1,000,000 trees.

The work of the agency goes far beyond the maintenance of New York City's nearly 30,000 acres. Parks is the City's leading programmer of cultural, athletic and social activities, including nature walks, concerts, learn-to-swim classes, sports clinics, historic house tours, and much more. Each year Parks hosts annual events such as WinterJam, Adventures NYC, and the Fall Field Day.

The Parks Commissioner is appointed by the Mayor to oversee and direct the work of the agency. The Commissioner appoints Deputy Commissioners, Borough Commissioners, and Assistant Commissioners who are responsible for managing the agency's divisions. These senior officials supervise the work of thousands of Parks employees. They work with elected officials to complete capital improvements for parks, playgrounds, and recreation centers. They work with the private sector to sponsor free public events. They get the community involved in Parks through volunteer initiatives and educational and athletic programming in recreation and nature centers. They prepare Parks' budget and monitor the work of Parks' ice-skating skating rinks, golf courses and other concessions.

## UNIT DESCRIPTION (Max characters 1000 )

The Procurement Unit at Citywide Services

Maintains and improves the procurement services for purchasing, reporting and budget analysis for this division

Responsible for ordering parts, supplies and services

Ensures that all policies and procedures of the Procurement Policy Board and Office of Management and Budget are followed by procurement staff as well as staff within the division who are requesting and receiving materials or services

Train and monitor staff in the correct use of procurement programs used by the Agency

Prepares the annual budget for the division by analyzing expenses and future programs and submit monthly reports to division management, detailing the activities of funds that are committed

prepares budget reports and tracking documents that will keep management and supervisory staff aware of open purchase orders

Please continue reading in the below "Additional Information" Section

## POSITION TITLE (Max characters 100)

Citywide Services - Procurement Intern

**INTERNSHIP RESPONSIBILITIES (Max characters 1500 )**

The selected intern will run purchasing reports, help to track dollar amounts for all goods and services utilized by the division, learn the process of FMS and the Punchout System, be responsible for data management, receiving reports, and assist in the management of our supply inventory.

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )**

We would like a dedicated, numbers-savvy intern that is detail-oriented. If you are pursuing a degree in, or have an interest in, Accounting, Management, or Procurement, this role would be ideal for you.

**APPLICATION PROCESS (Max characters 700 )**

Please email cover letter and resume to [Leslie.Nusblatt@parks.nyc.gov](mailto:Leslie.Nusblatt@parks.nyc.gov)

**SALARY RANGE**

Unpaid

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

Manages the collection, sorting and processing of agency trip tickets  
Ensures an efficient and straightforward method to retrieve information for the legal department and the Agency  
Oversees the staff directly responsible for the fuel and natural gas programs  
Reports daily fuel readings, assigns gas cards to agency vehicles, and generates monthly fuel reports  
Manages the oil waste disposal contract to ensure all requirements of the contract are being met by the vendor  
Establishes an accurate way to monitor and audit Parks inventory at our borough and citywide storehouses  
Tracks the inventory of the division