

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

DIVISION

Capital Projects

ADDRESS1 Olmsted Center

ADDRESS2 Queens, NY

CONTACT NAME Leslie Nusblatt

E-MAIL Leslie.Nusblatt@parks.nyc.gov

PHONE (212) 360-8257

FAX (212) 360-8263

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 Capital division is tasked with the redesigning and rebuilding of more than 1,700 park sites and buildings in the city's portfolio, as well as the design and construction of new facilities. The division manages the entire capital process from start to finish, including scope meetings, design, procurement of contractors and construction completion. We are proud to be the country's largest employer of landscape architects, with over 100 currently on staff working on in-house and consultant-managed designs. We also have a large pool of architects and engineers, in addition to resident engineers who oversee the daily activities of contractors, budget and procurement staff, and many other talented employees. The Systems & Analysis unit provides technical support and critical analysis to help the Capital division perform efficiently. Our unit not only analyzes data but also supports Capital staff with day to day operations in the use of software such as AutoCAD, ArcGIS and Oracle Unifier

POSITION TITLE (Max characters 100)

Capital Projects Systems & Analysis Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Interact with internal users to learn and document business process requirements.
- Write technical training documents and user manuals.
- Help programmers during software development, e.g. provide use cases, flowcharts or even interface design.
- Perform Oracle's Primavera Unifier testing.
- Create custom Business Intelligence Publisher reports using data views in Unifier.

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

- Computer Science or related major
- Basic understanding of computer programming
- Basic understanding of database concepts

APPLICATION PROCESS (Max characters 700)

Please email cover letter and resume to Leslie.Nusblatt@parks.nyc.gov

SALARY RANGE

Unpaid

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Capital Projects is housed at the Olmsted Center in Flushing Meadows Corona Park, Queens.
This person will work closely with the Unifier development team to create and automate business process and workflows. He/She will aid in developing reports and analysis.

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