

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

DIVISION

Capital

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)

Interagency Coordination is an office of city planners within NYC Parks' Capital Division that serves as negotiators and construction plan reviewers on Parks behalf. Since Parks owns 14% of the City's land and the vast majority of its public open space, governmental agencies, private utilities and other entities eventually need to reconstruct or maintain their infrastructure that exists on Park land. Interagency's mission is to advance and protect Parks interests while finding the lowest-impact way for these necessary public infrastructure projects to proceed.

From the smallest road repaving to multi-decade multi-billion-dollar reconstruction of historic infrastructure, we help shape the expenditure of millions of dollars for lasting Parks benefits in the form of shared use paths, landscapes and trees, public buildings, bridges, and nearly all public works imaginable, all happening simultaneously across the five boroughs.

POSITION TITLE (Max characters 100)

Capital Interagency Coordination Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Interagency Coordination and Construction Permits is in the process of developing a web-based intake form for plan review and construction permit applications that would be tied to a database accessible to all Parks Divisions for Permits moving forward.

For permits issued prior to 2016, however, there is no database and no effective way to search the existing construction permit files, other than by combing through the directory of scanned permits which currently contains over 1,700 items. In order to make a more robust data set which can be used to address parkland alienation, the protection of Parks assets, and other concerns, the existing archive of construction permits needs to be added to the database being used going forward.

The intern would be responsible for inputting information from the construction permits, identifying which permits correlate to specific projects and assets, and identifying any gaps in the database by looking through digital and hard copy files. The intern would also accompany staff members on field visits for project intake, condition assessments, and permit close-outs.

The intern would gain valuable knowledge of the wide variety of infrastructure projects underway in the City, and how these projects impact and interact with Parkland.

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

Microsoft Excel and/or Sharepoint (or other database) proficiency, GIS experience a plus. Ability to work with staff and independently.

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)

N/A