

# Assistant Director of Parks and Forestry

## Introduction

The City of Jersey City, the second largest and most diverse city in the State of New Jersey, is accepting applications for an Assistant Director of Parks and Forestry. With an impressive and diverse portfolio of public outdoor areas, Jersey City is committed to maintaining and promoting the growth of green space and parks. We are seeking driven, motivated and talented professionals interested in helping us promote that mission.

## Job Description

Reporting to the Director of Parks and Forestry and the Director of Public Works, the Assistant Director of Parks and Forestry assists in the planning, organization, direction, and coordination of activities involved in the maintenance and care of municipal parks and forestry. With oversight of more than 60 full-time staff, you will assist with supervision and work with subordinate supervisors and employees engaged in grading grass plots, sowing grass seed, weeding and mowing lawns, pruning and spraying trees, trimming shrubbery, planting and caring for flowers, cutting hedges, and cleaning parks. In order to improve and protect Jersey City parks, you will oversee and assist with the inspection of trees, shrubbery and flower gardens for indications of insect infestations, plant diseases, or other physical disturbances or conditions, and determine course of corrective action. In addition, you should be effective in communicating about relevant park issues with local neighborhood groups and parks organizations.

**Minimum Qualifications:** Five (5) years of experience in work involving the care and landscaping of large tracts of ground and/or the maintenance and repair of parks and playgrounds, three (3) years of which shall have been in a supervisory capacity.

**Preferred Qualifications:** BA Degree in a related field (i.e., horticulture, forestry, landscape architecture, park planning, or park management) from an accredited college or university. Possession of a Certificate in Public Works Management or interest in pursuing a Certificate in Public Works Management upon hire.

This is a classified Civil Service position, for more information on the job duties associated with this position; [please see the Civil Service Job description](#).

New Jersey residency preferred but not required, however, NJ residency must be established within one year of appointment. Jersey City residency preferred.

### **Compensation**

Competitive salary based on qualifications and experience. Standard Jersey City health and retirement benefits package included.

### **Equal Opportunity Employer**

The City of Jersey City is an "Equal Employment Opportunity" Employer. It expressly prohibits any form of discrimination, including unlawful and prohibited harassment, based upon race, creed, color, natural origin, ancestry, sex or gender identity, or a typical hereditary cellular or blood trail, religion, age, handicap, or disability (to the extent covered by New Jersey or federal statutes), marital status, sexual orientation, genetic test to the City, political activities or political affiliations, except provided by law, or any other status or condition protected by applicable law (collectively referred to as "Protected Characteristics"), including but not limited to the New Jersey Law Against Discrimination (N.J.S.A. 10:5-1, et seq.), as well as in Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Age Discrimination in Employment Act, the Americans with Disabilities Act (as amended), and the New Jersey Civil Service Act.

### **How to Apply**

Interested applicants should fill out our [\*\*Employment Application Form\*\*](#).