

## Position Description



Hudson River Park Trust

Legal

### **Contracts, Insurance & Records Manager**

Reports to: General Counsel & Deputy General Counsel

Hours/Week: 37.5

FLSA: Non-Exempt

Hudson River Park Trust (the “Trust”) seeks a highly organized individual to have daily oversight over insurance requirements for the Trust’s active contracts and records management. The Trust seeks a systemic thinker with good judgment as well as demonstrated experience in reviewing contracts for compliance and coordinating with brokers and other responsible business partners. The position includes organization and oversight of the records of the Trust, such as document retrieval and archiving.

#### **Background:**

The Trust is a public benefit corporation created in 1998 by an Act of New York State. The mission of the Trust is to design, construct, and maintain a prominent four mile long waterfront park on the west side of Manhattan. The park features landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public art, and other special features. There are limited commercial operations inside the park that generate revenue to support park operations. The Trust is charged with generating income to self-support its operations, so revenue from commercial vendees is critical to ensure funds for the ~\$20M annual operating budget. Approximately 75% of the master plan for the park has been completed. Total investment within the park stands at ~\$540M. To complete the park an additional investment of ~\$600M is required, which is expected to come from a combination of governmental sources, philanthropic funds, grants, and the sale of development rights.

#### **Responsibilities and Duties:**

The Contracts, Insurance & Records Manager’s responsibilities include, but are not limited to:

- Abstracting, filing, and managing all executor (active) contracts of the Trust
- Acting as the primary contact with the General Counsel and the Trust’s insurance agent to ensure Trust insurance requirements are provided to responsible business partners for inclusion in contracts and to ensure transmission of a contract abstract to the insurance agent after execution
- Developing and managing processes and systems that ensure timely contract compliance with conditions and proof of required insurance
- Monitoring and tracking all insurance claims
- Working across the organization to develop and oversee the Trust’s file and records management process
- Assisting with other legal and records management tasks as assigned

#### **Required Education and Experience:**

- Bachelor’s Degree

- At least 3 years of experience in a complex office environment managing processes and systems
- Working knowledge of records management standards and NYS and/or NYC laws and regulations preferred
- Legal department experience preferred
- Excellent MS Office experience and knowledge, especially with Word, Excel, and PowerPoint.

**Essential Traits:**

- Strong work ethic
- Strategic thinker and decision maker
- Problem solver and self-starter
- Team player
- Good communicator with strong writing skills
- Ability to quickly analyze and interpret data

**Special Requirements:**

- Valid NY driver's license preferred
- Some local travel may be required
- Position requires handling confidential and sensitive information
- Records Management requires working with old and dusty materials and lifting and moving boxes weighing up to 25 pounds

**Compensation and Benefits:**

Competitive annual salary of \$55,000 - \$65,000, depending upon qualifications, and benefits package including paid holidays, vacation time, sick and personal time, medical, dental and vision insurance, and participation in New York State Pension System.

**Application Process:**

Interested applicants are to submit a cover letter indicating their specific interest in this position, salary requirements & resume to Kate Yarhouse, Director of Human Resources at [resumes@hrpt.ny.gov](mailto:resumes@hrpt.ny.gov). **Indicate Job Code: CIRM in the subject line of the email.**

No phone calls please.

**More information on the Hudson River Park is available at:**

**[www.hudsonriverpark.org](http://www.hudsonriverpark.org)**

**The Hudson River Park Trust is an Equal Opportunity Employer**

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).*