

Position Description
Operations Department
Part-time Clerical and Staff Assistant



The Hudson River Park Trust (HRPT) seeks a part-time Clerical and Staff Assistant to provide clerical and other support for the HRPT Facilities and Public Safety teams. This 22.5 hour per week position reports directly to the Sr. Director of Facilities and the Senior Director of Public Safety.

HRPT maintains and operates the 4 miles long Hudson River Park on the west side of Manhattan extending from Battery Park City to 59th Street. The administrative and operational headquarters of HRPT are at Pier 40, located at West and Houston streets.

Duties will include, but are not limited to:

- Create, and follow-up on purchase order requests for Facilities Department.
- Assist in creating and maintaining inventory records in the Trust's Computerized Maintenance Management System (CMMS).
- Acquire pricing for material purchases from current and/or new vendors.
- Follow up, as needed, on vendor orders and contract payments.
- Assist in documenting Standard Operating Procedures.
- Maintain and update staff schedules.
- First aid cabinet restocking and inspections.
- Assist in fire extinguisher inspections.
- Assist in park-wide safety ring inspections.
- Data entry to Excel worksheets and CMMS system.
- Other light clerical and staff support duties as directed.

Qualifications:

- A high school diploma or GED; college degree preferred.
- Administrative experience; good organizational skills.
- Positive "can-do" work ethic; punctuality.
- Computer literacy in MS Outlook, Word, and Excel programs.
- Strong Internet search skills.
- Good written and verbal communications skills with strong telephone and email etiquette.
- General knowledge of mechanical, plumbing, electrical and lighting terminology desirable.
- Must possess a current and valid driver's license with a clean driving record.

Work Days / Hours:

- Part time – 3 days/week and 7.5 hours/day; or approximate 22.5 hours/week spread over more than 3 days/week.

Compensation/Benefits:

Competitive salary of \$21 hourly. Public transportation allowance or parking options included.

Application Process:

Interested applicants should submit a resume to the Director of Human Resources at resumes@hrpt.ny.gov. **Indicate Job Code: HRPT-2020 PT Clerical in the subject line of the email.**

No phone calls please.

More information on the Hudson River Park is available at:

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