

**City of New York
DEPARTMENT OF BUILDINGS
Job Posting Notice**

Civil Service Title: ADMINISTRATIVE CITY PLANNER	Level: M2
Title Code No: 10053	Salary: \$58,675--\$100,000 Annually
Business Title: Director of Quantitative and Spatial Analysis	Work Location: 280 Broadway, 7th Floor, N.Y.
Division/Work Unit: Strategic Planning & Policy	Number of Positions: 1
Job ID: 227032	Hours/Shift: 35 hours (minimum)

Job Description

The Strategic Planning & Policy unit is responsible for shaping and implementing Mayoral priority projects and special initiatives that address the most critical development and construction safety policy issues as outlined in the most recent report "Building One City". The Strategic Planning & Policy unit supports the Departments operations and policy making with quantitative analysis, data visualization, mapping, and spatial analysis, data cleaning, documentation and data descriptions, and programming.

DOB seeks an experienced professional with strong leadership and management skills to serve as Director of Quantitative & Spatial Analysis. Under the direction of the Chief Analytics Officer, the Director of Quantitative & Spatial Analysis leads research and policy analysis, GIS and spatial analytics, including ArcGIS, and statistical programming. The Director will manage a team of analysts and their portfolio of projects, ensuring timely and quality delivery of work from the team. The Director will also be responsible for managing internal team processes and administration. Responsibilities will include:

- Scope and implement research projects, reports, and maps, defining and structuring discrete tasks.
- Develop and conduct both routine and ad hoc geospatial analysis.
- Identify, research, and test other geospatial data sources.
- Produce high quality maps with clear methodologies and symbologies.
- Translate analysis results to reports, memos, or presentations.
- Create and maintain thorough documentation.
- Define and manage the teams pipeline of projects, which includes monitoring team member's workload, determining project team structures and consulting with the Chief Analytics Officer on the alignment of overall team project portfolio and capacity.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and four (4) years of full-time experience in city planning, at least eighteen (18) months of which must have been in a managerial capacity; or
2. Education and/or experience which is equivalent to "1" above. However, a baccalaureate degree and eighteen (18) months of managerial experience in city planning is required of all candidates. Graduate work leading to an advance degree in city planning or related field may be substituted for up to two (2) years of the non-managerial experience on a year-for-year basis. Graduation from an accredited United States Law School may be substituted for two (2) years of non-managerial experience.

Preferred Skills

- Experience with research and policy analysis
- Experience with adapting plans to address unexpected changes in a time-intensive environment
- Strong GIS and spatial analytics, including ArcGIS
- Ability to work independently, take initiative, and collaborate effectively with others

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For Non-City/External Candidates: Visit www.nyc.gov/jobs/search and search for the specific Job ID #227032.

For Current City Employees: Visit www.nyc.gov/ess to view and apply for available positions. Click on Recruiting Activities, Careers, and search for the specific Job ID #227032.

No phone calls, faxes or personal inquiries permitted.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

Posting Date: 12/30/2015

Post Until: 01/13/2016