



*POSITION AVAILABLE*

**REGIONAL PLANNING OFFICE DIRECTOR**

**AGENCY DESCRIPTION**

The Department of City Planning (DCP) has an expansive work program focused on the creation and strengthening of great neighborhoods, affordable housing, vibrant commercial and institutional centers, while promoting strategic growth, transit-oriented development, sustainable communities and high-quality open space and waterfronts. Our aim is to enhance quality of life in the City, in part by initiating comprehensive, consensus-based planning and zoning changes for individual neighborhoods and business districts, as well as establishing policies and zoning regulations applicable citywide.

The Department supports the City Planning Commission and each year reviews approximately 450 land use applications for actions such as zoning changes, special permits and other discretionary approvals. City Planning also assists both government agencies and the public by providing policy analysis and technical assistance relating to housing, transportation, community facilities, demography, waterfront and public space.

**REGIONAL PLANNING OFFICE DESCRIPTION**

The newly formed Regional Planning Division will be responsible for communicating and coordinating the department's initiatives and priorities with other governing entities throughout the larger New York Metropolitan Area. The Department of City Planning is seeking to fill the position of Director of the Regional Planning office. The scope of this division has yet to be determined and the Director will be responsible for spearheading the effort to develop a work plan. As a key member of the agency's leadership, the Director of Regional Planning, reports to the Executive Director, and works closely with the Chairman of the City Planning Commission/Director of the Department. The office will act as an essential resource to the department for regional planning data and provide technical assistance and data for elected officials and public agencies and advocates for New York City planning initiatives in other jurisdictions throughout the region.

**RESPONSIBILITIES:**

- Develop, recommend and implement the Regional Planning Office work program.
- Identify key issues and opportunities affecting regional development and formulate plans, programs and policies to address them.
- Advise the Chairman and Commission on all planning and land use policies in the region with the potential to have an effect on NYC planning initiatives.
- Represent the Department and Chairman at public forums in the region to communicate city policies.
- Represent the Department at meetings of inter-agency committees and task forces.
- Participate in the recommendation of department policies and planning agenda.
- Coordinate land use policies with public and private sector organizations throughout the region.
- Be an advocate for regional planning and develop working relationships with municipalities throughout the region.
- Identify and fill crucial gaps in analysis, reports and studies on land use, transportation and commerce in the region.

- Interview, select, train and manage Regional Planning Division Staff (over time).
- Perform other related tasks and projects.

**MINIMUM 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:**

- Minimum four (4) years full-time high level planning experience and minimum eighteen (18) months of significant managerial capacity strongly preferred
- Proven ability to apply independent judgment in highly complex policy and technical matters
- Thorough in-depth knowledge of regional planning issues – specifically, transportation, land use and interstate commerce
- Ability to work in a complex, multi-disciplined forum and lead the group to a consensus
- Working knowledge of regulatory processes
- Extensive knowledge of operations, policies and practices of governmental agencies
- Strong written and verbal communication and presentation skills
- Excellent analytical and organization skills

**CIVIL SERVICE TITLE: ADMINISTRATIVE CITY PLANNER M2**

**SALARY RANGE: \$90,000-\$120,000**, commensurate with experience; full NYC benefits package

**APPLICATION DEADLINE:** October 16, 2015 or until filled

TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS/ESS WEBSITE

City Employees – Click [here](#) and log in to ESS

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **214082**
- Click on the job business title: **Regional Planning Office Director**
- Click on “Apply Now” at the bottom of the posting

Only applicants under consideration will be contacted.

Appointments are subject to Office of Management and Budget (OMB) approval.

New York City Residency is required for this position.

Authorization to work in the United States is required for this position.

THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.