



MANHATTAN BOROUGH OFFICE
CITY PLANNER / URBAN DESIGNER (Temporary)

THE AGENCY

The Department of City Planning (DCP) promotes strategic growth, transit-oriented development and sustainable communities 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. DCP also supports the City Planning Commission in its annual review of approximately 450 land use applications for actions such as zoning changes, special permits and a variety of other discretionary approvals. In addition, the Department assists both government agencies and the public by providing policy analysis and technical assistance relating to housing, transportation, community facilities, demography, zoning, urban design, waterfront areas and public open space.

Under Housing New York: A Five-Borough, Ten Year Plan, the Department will lead coordinated, ground up neighborhood planning studies and advance regulatory changes—including mandatory inclusionary housing in newly rezoned areas—to promote more economically diverse communities and housing opportunities for New Yorkers at all income levels. Through inclusive community development initiatives with stakeholders, DCP will expand access to quality jobs and services, and stimulate economic development benefitting all New Yorkers. In addition, DCP is committed to expanding public access to land use, housing and population data and planning resources through its online Community Portal, as well as to support informed participation by New Yorkers in neighborhood planning and land use review processes.

The New York City Department of City Planning is a great place to work – cultivating intellectual inspiration, professional development and creativity. Visit our website at <http://www.nyc.gov/planning> to access the full listing of job opportunities and to learn more about our great agency.

THE DIVISION

Manhattan is home to over 1.6 million residents and serves as the economic engine of the regional economy with well over 2 million workers commuting to and within the borough on a daily basis. The landscape of Manhattan is highly varied and ranges from very high-density office and residential districts to low-scale rowhouses, stretching the full 13.4 miles of the island. The borough includes the sources of some of the most iconic images of the global imagination – Times Square, Wall Street, Central Park, Harlem, the United Nations – as well as countless hidden gems around every corner. The Manhattan Borough Office, located in the Department of City Planning's headquarters building in the heart of Manhattan's Financial District, is responsible for developing borough-wide and local area plans, reviewing and processing ULURP and non-ULURP land use applications, and providing technical and policy guidance and direction on all land use and zoning related matters to the City Planning Commission, local Community Boards, elected officials and the public at large. The Manhattan Office emphasizes planning and urban design that create a more equitable city, with rich opportunities for and access to housing, employment, recreation, and transit. The approximately 20-person Office is comprised of professional planners working in teams arranged by community district as well as urban designers that work borough-wide across a wide range of projects.

RESPONSIBILITIES

The Manhattan Office seeks an experienced planner or urban designer temporarily to support current neighborhood planning initiatives in the borough. The ideal candidate will bring a wide range of planning expertise and design skills to the division. This temporary position will last approximately 6 months.

Under supervision, with latitude for independent judgment, the planner or urban designer will perform work of moderate difficulty and responsibility, including, but not limited to, the following:

- Provide design and technical support for the division's neighborhood plans and private and agency/city land use applications;
- Coordinate and contribute to production of presentations, documentation of existing conditions, urban design analyses and proposals;
- Participate in comprehensive neighborhood studies and perform 3D massing analysis;
- Develop and maintain a working knowledge of the city's planning and urban design trends through research and field experience;
- Maintain strong interpersonal skills and the ability to work within a team structure;
- Working with other team members, coordinate with technical divisions of the department and other city agencies;
- Complete tasks related to planning and design in a timely fashion, with the capacity to take initiative;
- And perform other related tasks.

MINIMUM REQUIREMENTS

1. A baccalaureate degree in architecture from an accredited college and one (1) year of full-time experience in planning, design, research, investigations and/or studies related to urban design development programs; or
2. Education and/or experience equivalent to "1" above. However, a baccalaureate degree in architecture is required of all candidates. Graduate work leading to an advanced degree in architecture, urban design or city planning may be substituted for the one year of experience described above.

PREFERRED SKILLS

- Experience managing projects and studies; ability to lead meetings effectively and inclusively • Proficiency with ArcGIS mapping and analysis is strongly preferred
- Knowledge of the functions and capabilities of specialized software including Adobe Creative Suite and SketchUp
- Excellent presentation and written communication skills; experience speaking publicly and making effective presentations
- Proven ability to complete tasks in a timely fashion under minimal supervision and manage multiple projects simultaneously
- Ability to work well in teams with a diverse mix of community stakeholders, staff, elected and appointed officials
- Ability to attend evening and weekend meetings

CIVIL SERVICE TITLE: **ASSISTANT URBAN DESIGNER**

SALARY RANGE: **\$55,000 - \$65,000** commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: **October 22, 2016** or until filled.

TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS 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: **264356**
- Click on the job business title: **Temporary City Planner/Assistant Urban Designer – Manhattan Office**
- 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.

The candidate selected for this position must be a resident of the City of New York or become a resident within three months of appointment.

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.

