



POSITION AVAILABLE

SENIOR CITY FACILITIES PLANNER

Planning Coordination Division

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 neighborhoods and business districts, as well as establishing policies and zoning regulations. 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.

More specifically, under Housing New York: A Five-Borough, Ten Year Plan, the Department is leading coordinated, ground up neighborhood planning studies and advancing regulatory changes – mandatory inclusionary housing – 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 www.nyc.gov/planning to access the full listing of job opportunities and to learn more about our great agency.

THE DIVISION

The mission of the Planning Coordination division includes:

- providing support for various planning functions inside and outside the Agency that inform decision making regarding coordinated land use, infrastructure and capital planning initiatives throughout the city

- supporting the Executive team in making strategic management decisions and improving agency effectiveness
- ensuring the Agency delivers on its charter mandates and a variety of City reporting requirements

Some specific activities include:

- collection, analysis and procedural support for the annual Statements of Community District Needs and Community Board Budget Requests
- coordinating City facility application review and inform agency site selections for new facilities by providing neighborhood planning context
- expanding access to DCP planning information, mapping and data resources to other government agencies and the public through DCP's online Community Portal and other avenues
- developing and presenting reports on the agency's citywide work program and its strategic priorities
- preparing Charter-mandated reports including the Mayor's Management Report and Citywide Statement of Needs

THE ROLE

The Department of City Planning is seeking a Senior City Facilities Planner to lead the development of a new approach to strategic planning for city facilities.

There are four primary responsibilities related to the role of the Senior City Facilities Planner:

- **Coordinate City facility application review by DCP staff** prior to consideration by the City Planning Commission, and **inform the selection of sites by other City agencies** for new facilities by providing neighborhood planning context;
- **Manage the annual production and publication of the Citywide Statement of Needs**, required by City Charter to list all agencies' plans to open, close, or expand public facilities over the next two years, making and implementing recommendations for improvements where appropriate;
- **Serve as the steward of the City's "Fair Share" guidelines for the siting of City facilities**, as established by City Charter, and ensure those guidelines are incorporated into all agencies' facility siting processes including consideration in their applications to the Commission;
- **Maintain and publish a comprehensive database and map of all City facilities and program sites across the five boroughs**, as established by City Charter, from parks and playgrounds, to transportation and waste management facilities, to schools and daycare centers, to hospitals and human service centers, to government offices and administrative facilities.

DCP has recently advanced these priorities through a variety of efforts, from including new public facilities as an integral component of coordinated neighborhood studies, to rebuilding our comprehensive facilities database and improving the Citywide Statement of Needs. The successful candidate will be responsible for building on this increased focus on facilities planning, and for managing the development of new processes, analytics, and interagency relationships.

This role requires a candidate who is an exceptional program manager and communicator, capable of integrating many different perspectives into a cohesive work program that will inform the siting of public facilities across the five boroughs while fulfilling the day-to-day activities involved in advancing the current pipeline of City facility sitings. Reporting to the Director of Planning Coordination, s/he will collaborate with planners in DCP's five borough offices, and the divisions of Capital Planning, Land Use

and Technical Review, Housing, Economic, and Infrastructure Planning (HEIP), Strategic Planning, Environmental Assessment and Review (EARD), and as well as more than a dozen City agencies, City Hall, and the Office of Management and Budget.

The successful candidate will join a dynamic team of planners, analysts, technologists, policy-makers, and project managers in a collegial culture that values integrity, efficiency, and data-driven decision-making.

Over the first three to six months, the successful candidate will (1) assess DCP's current work processes and interagency coordination related to city facility planning, (2) develop recommendations for improvements to our work processes and data analytics, (3) implement priority recommendations, and (4) ensure the continued application of a critical, analytical perspective to city facility planning across the city and the timely processing of site selection, acquisition and office lease projects through the land use review process. More specifically, this position will have the following responsibilities:

- Act as the Department's coordinator for advancing the pipeline of city facility projects in the land use review process, including site selections, acquisitions and office leases, in close collaboration with other agencies
 - Collaborate with borough project managers, Capital Planning, Land Use and Technical Review and others on the review of project applications to the Commission
 - Serve as the point person for interagency coordination of city facility projects requiring CPC review, providing procedural and technical guidance to support preparation and timely public notice and distribution of application materials pursuant to Charter mandated responsibilities, and reviewing Commission reports to ensure consistency with the Commission's considerations
 - Develop recommendations for improving internal and interagency planning processes that support informed planning and policy considerations and timely review of city Facility projects
- Identify and pursue opportunities to improve the city's planning and implementation strategies for the siting of city facilities
 - Serve as a lead agency resource for informing city facility planning considerations, including providing guidance on related policies and processes
 - Serve as the Department's primary liaison with key agencies responsible for the planning, development and funding of city Facilities
 - Lead inter- and intra-agency coordination to inform city facility planning activities and support neighborhood planning initiatives
- Serve as DCP's lead resource for managing and improving existing related processes and develop analyses and presentations to inform decision-makers on related policy initiatives and processes, including potential updates to Fair Share guidelines, the Citywide Statement of Needs (SON), and the City Planning Facilities Database
 - Provide guidance to DCP planners, other agencies and public stakeholders regarding consideration of Fair Share Criteria when evaluating service needs and considering the siting new facilities or changes in facilities
 - Where appropriate, lead internal and interagency coordination to support timely production of the SON and related public data and mapping requirements including the City Planning Facilities Database and City Owned and Leased Properties database
 - Facilitate intra- and inter-agency discussions to identify and propose improvements to existing processes and related data sharing practices to reduce reporting redundancies and expand interactive mapping functionality through technological solutions
 - Maintain and update the Department's public-facing resources related to SON, Fair Share and related databases
- Other data analysis, stakeholder engagement, and project management tasks, as required

PREFERRED QUALIFICATIONS:

- Extensive experience in managing projects and studies; ability to lead meetings effectively and inclusively
- Demonstrated ability to work well in teams with staff and a variety of agency stakeholders

- Familiarity, if not expertise, in core concepts of land use planning and processes, city facility policy, including Fair Share
- Ability to apply independent judgment on complex issues and to resolve problems effectively; demonstrated ability to act as a change agent
- Exceptionally strong organizational, management and analytical skills
- Excellent written and oral communication and presentation skills
- Proficiency in Microsoft Office Suite (including Powerpoint and Excel)
- Proficiency with ArcGIS mapping and analysis

MINIMUM REQUIREMENTS:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

CIVIL SERVICE TITLE: COMMUNITY COORDINATOR, commensurate with experience

SALARY RANGE: \$65,000 - \$78,000, commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: October 28, 2016 until filled

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

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

- Search for job ID number: **265244**
- Click on the job business title: **Senior City Facilities Planner – Planning Coordination**
- Click on “Apply Now” at the bottom of the posting

Only applicants under consideration will be contacted.

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

New York City Residency is required for this position.

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

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.

Please note our agency has recently moved to 120 Broadway in Manhattan