



POSITION AVAILABLE

PLANNING ANALYST

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

Planning Coordination is seeking a highly motivated planning analyst who is passionate about creating thoughtful tools and analyses that can enable better policy and program decisions in city government. The candidate will contribute to special projects that will improve and expand access to DCP planning information and data resources to other government agencies and the public.

Some activities will include:

- developing and promoting useful data products (DCP tools, datasets and maps) that are grounded in sound planning rationale, insightful data analyses and stakeholder feedback;
- creating and maintaining a guide to DCP's data products and services and promoting their availability;
- making recommendations for expanding agencies and public access to DCP's data products and services, and
- producing customized maps and analysis for planning purposes

This position will also be expected to contribute to other special projects and analysis that support the broader mission of the Division, collaborating with agency staff within and outside of the division.

This role requires a highly motivated and organized candidate, who can work independently and within a team, and is an exceptional analyst who can communicate data insights through writing, presentations and compelling data visualizations to wide ranging stakeholders with differing perspectives.

Responsibilities include:

- Synthesizing existing and creating relevant planning related data products (DCP tools, datasets and maps) that can assist DCP personnel and other agencies in their planning and policy decisions
- Producing, maintaining and promoting a catalog or guide to DCP data products and DCP services. Preparation of this guide will involve collaboration within and outside of the division
- Support inter- and intra-agency stakeholder engagement on the new guide and associated data products, including identifying additional opportunities for integrating its use toward improved planning activities and purposes
- Develop and implement improvements to DCP's Community Portal and other web based tools to expand timely public access to data and planning resources
- Collecting and reporting on agency requests for DCP data products received and staff resources dedicated to agency activities to Executive Office
- Working with a team to prepare analytical tools, maps and reports that present synthesis and trends on community needs using data from the annual Statements of Community District Needs and Community Board Budget Requests, and other relevant community planning related data
- Prepare customized maps and analysis for planning purposes

MINIMUM REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university and two years of satisfactory full-time experience in city planning; or
2. A satisfactory combination of education and/or experience that is equivalent to "1" above. Graduate education in city planning, urban planning, urban design, architecture, landscape architecture, transportation engineering, public administration, economic development or related fields may be substituted for experience on the basis of 30 graduate semester credits from an accredited college for one year of experience. However, all candidates must have a baccalaureate degree.

PREFERRED SKILLS:

- Strong organizational, project management and analytical skills
- Proficient in Microsoft Word, Excel and PowerPoint
- Proficient in Arc GIS and knowledge of other web base mapping tools such as Carto
- Experience with data visualization or graphic design software such as Tableau, Indesign or Adobe Photoshop
- Excellent written and oral communication and presentation skills
- Familiarity or experience with front-end web-development

CIVIL SERVICE TITLE: COMMUNITY COORDINATOR

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

APPLICATION DEADLINE: November 14, 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: **267645**
- Click on the job business title: **Planning Analyst - Planning Coordination Division**
- 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.