



POSITION AVAILABLE

**Senior Project Manager
Environmental Assessment & Review 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 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 www.nyc.gov/planning to access the full listing of job opportunities and to learn more about our great agency.

THE DIVISION

The Environmental Assessment and Review Division is responsible for preparing and reviewing City Environmental Quality Review (CEQR) applications for the City Planning Commission. The Division also coordinates the review of CEQR applications between DCP and other government agencies and conducts intra-agency CEQR reviews, including the review and preparation of draft and final Environmental Impact Statements. In addition, the division prepares final CEQR determinations, letters and memoranda; and provides technical assistance in the preparation and submission of CEQR applications. The Division is seeking a team member who will be responsible for the review and preparation of CEQR applications.

THE ROLE

Under the direct supervision and general guidance of the Director and Deputy Director, with wide latitude for independent judgment the Senior Project Manager will perform complex work related to environmental review, such as the following:

- Interface with the Director and Deputy Director for guidance on division policies and procedures, project schedules, and deadlines.
- Review City Environmental Quality Review (CEQR) applications, including Environmental Impact Statements, to determine adherence to CEQR policy, technical standards, and other planning considerations.
- Prepare City Environmental Quality Review (CEQR) applications and analyses, including Environmental Impact Statements.
- Work closely with EARD staff and applicants to provide technical assistance in the preparation and submission of applications to the Department.
- Supervise interns and other staff as needed in the preparation and review of environmental review materials.
- Coordinate the review of applications by DCP and other governmental agencies.
- Coordinate inter- and intra-agency technical reviews, review and analyze CEQR applications, and write final CEQR determinations, letters and memos.
- Coordinate the review and preparation of draft and final Environmental Impact Statements for assuring accuracy and completeness.
- Maintain complete and accurate CEQR application records, entering project data into CEQR-View and imPACT on a regular and timely basis.
- Communicate effectively with management and technical personnel.
- Work efficiently in order to meet project deadlines.
- Perform other related tasks.

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:

- Ability to work effectively with local agencies and organizations, elected officials, community and civic groups, and the development community.
- Excellent interpersonal, research, analytical and organizational skills.
- Demonstrated writing, editing, and oral communication skills.
- Computer skills including MS Office or other equivalent software, and familiarity with MS Windows environment.
- Familiarity with environmental regulations, the CEQR Technical Manual and the New York City Zoning Resolution.
- Knowledge of Geographic Information Systems software; Adobe Creative Suite or equivalent graphic design software.

CIVIL SERVICE TITLE: **CITY PLANNER II**

SALARY RANGE: **\$60,702 - \$75,000** commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: December 1, 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: 271069
- Click on the job business title: Senior Project Manager – Environmental Assessment & Review 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.