POSITION AVAILABLE

Neighborhood Studies Program Director

Executive Office

THE AGENCY
The Department of City Planning (DCP) plans for the strategic growth and development of the City through ground-up planning with communities, the development of land use policies and zoning regulations applicable citywide and sharing its perspectives on growth and community needs with sister agencies in collaboration with the Office of Management and Budget (OMB).

DCP’s six strategic objectives include: (a) catalyze long-term neighborhood improvement through integrated planning and targeted accompanying public investments; (b) encourage housing production, affordability, and quality; (c) promote economic development and job growth; (d) enhance resiliency and sustainability of neighborhoods; (e) ensure integrity, timeliness and responsiveness in land use reviews; and, (f) supply objective data and expertise to a broad range of planning functions and stakeholders.

Central to its mission, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications. The Department also works closely with OMB in developing the Ten-Year Capital Strategy, and helping administer the $1 billion Neighborhood Development Fund, geared toward ensuring that growing neighborhoods undergoing rezoning have accompanying infrastructure investments.

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 Executive Office manages the overall work program of the Agency and coordinates the Department's divisions to fulfill its mission. The Executive Office serves as the Department's primary liaison to City Hall, its fellow agencies, and City Planning's community, business and civic constituents. The Chief Operating, Governmental Affairs and Press Offices are part of the Executive Office.

THE ROLE
The Department is undertaking an extensive program of neighborhood planning initiatives to support growth through the creation of mixed-income housing, neighborhood facilities and supporting infrastructure. These initiatives are led by DCP's borough planning offices, with support from central divisions. The Program Director will be responsible for providing support and coordination for all neighborhood studies. The Program Director would facilitate the neighborhood planning process by supporting information sharing, connecting planners to internal and external information resources, facilitating coordination with relevant DCP divisions, aiding in the identification of critical path issues and programmatic solutions to commonly arising issues, building and maintaining relationships with other agencies and external partners, and providing guidance to project teams on substance and process. The
Program Director would serve as a conduit of information between the Executive Office, DCP’s central divisions, and borough office project teams. The Program Director would be responsible for developing and maintaining a working knowledge of agency standards, current policies, preferred methodologies, best practices, and lessons learned, connecting planners with relevant agency expertise, and disseminating this knowledge. The Program Director will work closely with the Special Projects Facilitator to ensure that study project managers receive the necessary support to advance projects in a timely and materially sound manner. Responsibilities will include the following:

- Participate in the recommendation of department policies and planning agenda on studies and issues related to neighborhood planning
- Expedite the identification, negotiation, and resolution of issues affecting the success of studies and related projects, including issues requiring interagency coordination
- Facilitate necessary interagency coordination, sharing of data, or policy discussions to resolve critical path issues
- Assist in the formulation of specific work programs individual studies
- Represent the department at meetings of public agencies, civic, business and community groups, and community boards
- Create and organize graphic and written materials for presentation to a range of public and civic audiences
- Assist in the provision of training, guidance and information for staff undertaking community development initiatives
- Facilitate weekly meetings of neighborhood study project managers with the support of the special projects facilitator
- Support planners in their use of agency decision making frameworks and advise, as necessary
- Support the development of necessary training modules for project managers
- Support in the rollout of Agency Effectiveness Initiatives as they relate to neighborhood studies
- Perform related tasks

**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 advanced 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

- Demonstrated ability to work effectively in a team structure to complete tasks in a timely fashion under minimal supervision, monitor a work program, manage multiple projects simultaneously and complete tasks in a timely fashion with very wide latitude for the exercise of independent judgment and unreviewed action
- Experience in managing inter-agency and consultant teams including architects, planners and other planning and design professionals on large, complex projects
- Excellent interpersonal skills and the ability to work effectively with disparate personalities and organizations to settle differences, negotiate agreements and influence without direct authority
- Experience in community coordination and outreach
- Experience conducting studies, writing reports, preparing and conducting presentations to a variety of audiences
- Extensive knowledge of and experience with planning and community development issues in a large urban setting, New York City preferred
- Outstanding interpersonal skills, and an ability to work and build consensus in a complex, multi-disciplinary environment
- Thorough knowledge of department operations, policies and practices
- Strong written and verbal communication skills and proficiency in a range of computer application skills

CIVIL SERVICE TITLE: Administrative City Planner (M2)

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

APPLICATION DEADLINE: September 7, 2017, 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: 301884
- Click on the job business title: Neighborhood Studies Program Director - Executive
- Click on “Apply Now” at the bottom of the posting

Please be advised only candidates 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 90 days of appointment.

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

Sponsorship is not available 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.