

NYC[®] PLANNING

INTERNSHIP ANNOUNCEMENT

GEOGRAPHIC ANALYST INTERN (Unpaid)

Information Technology Division/Geographic Systems Section (GSS)

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. It supports the City Planning Commission and each year reviews approximately 450 land use applications for actions such as zoning changes, special permits and other discretionary approvals. The Department assists both government agencies and the public by providing policy analysis and technical assistance relating to housing, transportation, community facilities, demography, waterfront and public 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.

THE DIVISION

The Geographic Systems Section (GSS) is responsible for the maintenance and continued enhancement of the Geosupport System, an integrated system of software and data files that processes geographic locations in New York City. Geosupport is highly customized for New York City's geography. Currently, Geosupport is used as a component of computer applications in more than forty New York City agencies. Geosupport can be readily incorporated into users' IBM mainframe computer and Windows-based applications that require the processing of geographic data. GSS is staffed by a team of programmers specializing in Geographic Information Systems (GIS), mainframe and desktop systems. In addition to the programmers, the staff includes GIS technicians and Quality Assurance analysts.

THE INTERNSHIP

College interns will work closely with members of the Geographic Research Unit to:

- Research, analyze, validate, correct, maintain and update geographic data files
- Create, modify and display computerized geographic data using ESRI ArcGIS software
- Assist in executing geographic processing computer programs

- Assist in performing quality assurance of geographic files and software
- Conduct field research when necessary to clarify geographic research problems
- Perform other related tasks and projects

QUALIFICATIONS

- Undergraduate or graduate student enrolled in geography, GIS, computer science or a related course of study
- Experience using ArcGIS
- Interest in geography and urban planning are a plus
- Experience using Microsoft Office software
- Demonstrated written and oral communication skills
- An ability to work independently and to complete assignments in a timely fashion
- Perform other related tasks and projects

HOW TO APPLY

All interested applicants should send letter of interest and resume to Thomas Costa, Manager of Geographic Research: tcosta@planning.nyc.gov

Please include “Internship” in the subject line of your email.

No phone calls please.

NUMBER OF POSITIONS

Six (6) positions available.

COMPENSATION

Unpaid, potential academic credit

SUBMISSION DEADLINE

Friday, May 20, 2016

START DATE

May 30 – June , 2016 (flexible end date).

SCHEDULE

At least 20 hours per week, days & hours flexible.

INTERNSHIP DURATION

Approximately 10 weeks, flexible.