

NYC[®] PLANNING

Queens Borough Office Queens Office Summer Interns 2016

AGENCY DESCRIPTION

DCP promotes housing production and affordability, fosters economic development and coordinated investments in infrastructure and services, and supports resilient, sustainable communities across the five boroughs for a more equitable New York City.

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.

In addition, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications for a variety of discretionary approvals. The Department also assists both government agencies and the public by advising on strategic and capital planning and providing policy analysis, technical assistance and data relating to housing, transportation, community facilities, demography, zoning, urban design, waterfront areas and public open space.

DIVISION DESCRIPTION

The Queens Office is a dynamic work environment responsible for a wide range of planning, urban design and zoning activities, including formulating borough-wide and local area plans, reviewing and processing land use applications, and providing technical assistance and planning data to the City Planning Commission, elected officials, public agencies, community boards and civic and business groups. Currently, its efforts are focused on directing a range of new housing and economic expansion opportunities in three transit-rich regional centers --- Long Island City, Jamaica and Flushing, ensuring new development will enliven and support neighborhood shopping streets, and expanding public access to its extensive waterfront while promoting more resilient development.

INTERNSHIP RESPONSIBILITIES

The Queens Office is seeking intern candidates with advanced planning education and training, as well as superior technical abilities to assist office staff in planning and design activities related to the growth and development of the borough and to support a broad range of projects and studies. More specifically, intern responsibilities include assisting staff with planning-related tasks associated with land use application project management and land use zoning studies. Typical tasks will include:

- Assisting project managers with site visits, data collection and field surveys
- Assisting project managers with the preparation of documentation/graphics for presentations and general office organization assistance
- GIS mapping and land use and building type analyses
- 3-D modeling and urban design analyses
- General office organization assistance
- Assist with public zoning inquiries. Light support, as needed, in the reception area which is primarily receiving visitors and taking telephone calls and referring visitors and inquiries to the appropriate staff.

QUALIFICATIONS/SPECIAL SKILLS/AREAS OF STUDY

Undergraduate/graduate students with focus or interest in city planning, geography, GIS, urban design, architecture, environmental studies, public policy, or related fields.

- Excellent research, analytical and organizational skills
- Strong writing and oral communication skills
- Competence in GIS and related computer software programs
- Knowledge of the Zoning Resolution and zoning practices
- Familiarity with the City's land use review process and procedures
- Ability to work effectively with community residents, public agencies and elected officials
- Ability to work independently and complete assignments in a timely fashion

HOW TO APPLY

Candidates may send their cover letter and resume directly to the Queens Office to:
dcarney@planning.nyc.gov

COMPENSATION

Unpaid, potential academic credit

START DATE

Monday, June 6, 2016

SCHEDULE

A minimum of 20 hours per week, days flexible.

INTERNSHIP DURATION

Approximately 8 weeks, flexible.