

NEW YORK CITY URBAN PLANNING AND DESIGN FELLOW

Duties and Responsibilities

Under continuing guidance and supervision, with limited latitude for independent judgment, organizes and/or performs research and analysis activities in the field of City Planning and Urban Design. Fellows within this class of positions will have a two-year tenure. All personnel perform related work.

Examples of Typical Tasks

Receives development training and performs work of ordinary difficulty in Urban Planning and Design; receives training in the policies and procedures of the agency assigned to, and all applicable laws; receives training in and assists with identifying, developing and implementing neighborhood assessments and plans; conducts research and analysis; prepares reports and shares findings with colleagues.

Assists in research investigations, studies or examinations related to the assessment of the physical design implications of the City's major geographic features, transportation net, basic land use patterns and neighborhood structures.

Assists in the review of housing, transportation, environmental, land use and other planning proposals to ensure compliance with governmental regulations and policies.

Participates in meetings with applicants, consultants, community groups, agency staff and others to present the objective, techniques and implications of city planning and to evaluate and resolve planning and technical issues.

Assists in analysis of the spatial organization and efficient utilization of sites and structures.

Assists in the organization and conduct of planning studies in order to identify issues and solve problems; prepares diagrams, drawings and graphics.

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(continued)

Qualification Requirements

A baccalaureate degree from an accredited college in Urban Planning, Urban Design, Architecture, Urban Studies or a related field.

Direct Lines of Promotion

None.

This class of positions is proposed to be classified in the Non-Competitive Class for use in the Department of City Planning Urban Planning and Design Fellowship program, and has a two-year term. Upon satisfactory completion of one year of the fellowship program, Fellows in this class of positions must file for and take a Civil Service examination in order to remain in the fellowship.

Note: Maximum tenure as a New York City Public Service Fellow is two years.