



*POSITION AVAILABLE*

## **CITY PLANNER I/URBAN DESIGNER**

### **Staten Island Office**

#### **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 neighborhoods and business districts, as well as establishing policies and zoning regulations. 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.

The Department of City Planning, in collaboration with other agencies, has undertaken a number of initiatives to build the city's resilience. Following Hurricane Sandy, and funded through federal Community Development Block Grant Disaster Recovery (CDBG-DR) funding, the Department is conducting citywide and area-specific studies to increase the city's resilience to flooding and facilitate the recovery efforts. These studies are expected to result in a DCP-sponsored citywide text amendment and possibly in other Uniform Land Use Review Procedures (ULURP) actions.

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](http://www.nyc.gov/planning) to access the full listing of job opportunities and to learn more about our great agency.

#### **THE DIVISION**

The Staten Island Borough Office, located just walking distance from the Staten Island Ferry in St. George, is responsible for developing borough-wide and local area plans, reviewing and processing ULURP and non-ULURP land use applications, and providing technical assistance on all land use, and zoning related matters to the City Planning Commission, local Community Boards, elected officials and the public at large. The zoning for the Borough of Staten Island is comprised of several distinct special zoning districts, including three special districts which, together, cover the majority of the island and place a large focus on the preservation of natural features. The Staten Island Office works in close consultation with the central divisions of the Department of City Planning, and is a dynamic work environment; planning issues on the island also include managing density from the more urban north shore to the more suburban south shore, resiliency and climate change

planning, transit-oriented development, commercial corridor policy, affordable housing policy, as well as preservation planning.

### **THE ROLE**

The Department is seeking 3 City Planners/Urban Designers, (**2 of which will be temporary 2 year grant funded positions**) to conduct a wide range of tasks in support of the agency's Staten Island Office including analysis of existing conditions, waterfront regulations and zoning, urban design and public outreach.

Under direct supervision, with limited latitude for independent initiative and judgment, performs basic research, analysis and planning activities in the field of city planning; performs related work.

### **RESPONSIBILITIES:**

- Assists in the collection, storage, maintenance and dissemination of data relevant to planning studies; may perform preliminary analyses.
- Assists in assembling and presenting statistical and narrative materials relating to existing, required or proposed facilities for public utilities, transportation, education, recreation, housing, sanitation, social and community services and public buildings.
- Compiles and abstracts materials and assists in preparing factual reports on population characteristics, industrial and economic development of the City of New York.
- Assists in the collection of data by survey, investigation or research on special planning problems, such as the compatibility of land uses in specific areas, applications for permission to establish public garages, parking fields, electric substations, proposed sites for streets or public buildings; may prepare reports, diagrams, drawings and graphics relating to planning studies; assists in elementary planning of land use.
- Applies approved statistical or other technical methods to historical data to derive forecasts, predictions and estimates.
- Obtains from members of the community and representatives of public and private agencies their assessment of local issues, needs opportunities, preferences, policies and programs; provides answers to basic questions relating to zoning, mapping, etc. for community boards.
- Assists local voluntary associations to collect data relevant to local area studies and in developing local planning programs.

### **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**

- A baccalaureate degree from an accredited college and experience in city planning, urban design, architecture or a related field. Graduate work leading to an advanced degree in city planning or related fields preferred.
- Excellent presentation and written communication skills.
- Good interpersonal skills and an ability to work effectively with other divisions, city agencies, community boards, elected officials and applicants.
- Ability to work independently, manage multiple projects simultaneously, and to complete assignments in a timely fashion
- Familiarity with principles of urban design.
- Demonstrated competence in GIS (ArcGIS) software; competence in three-dimensional modeling (Google SketchUp) software preferred.
- Demonstrated skills in computers including word processing, database, and spreadsheet programs.

CIVIL SERVICE TITLE: **City Planner I/Assistant Urban Designer**

SALARY RANGE: **\$50,000 - \$60,000**, commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: **October 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: 259760 (Permanent); 259761 (2 year grant funded)
- Click on the job business title: **City Planner I/Urban Designer – Staten Island Office**
- 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.

Authorization to work in the United States is required 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.