



POSITION AVAILABLE
PLANNING COORDINATION ANALYST
PLANNING COORDINATION DIVISION

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 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 agency.

THE DIVISION

Planning Coordination drives more informed planning and decision making in government through delivery of transformative process improvements, planning tools and insights that collaboratively advance the Agency's strategic objectives, including desired planning outcomes in low-and moderate-income areas. In pursuit of this mission, this tight-knit and motivated team of planners, analysts and change management leaders work closely with the agency's Executive team and across all planning and support divisions to provide leadership, analytical

and tactical support through a diverse set of activities that directly enable the core planning functions of the agency and further coordinated land use, infrastructure and capital planning initiatives citywide.

Some specific activities include:

- expanding access to DCP planning information, mapping and data resources to other government agencies and the public through innovations in technology—including, DCP’s online Community Portal—and other avenues
- informing planning, budgeting and community outreach strategies through insightful data analysis, reports and presentations related to the annual Statements of Community District Needs and Community Board Budget Requests, in close collaboration with the Office of Management and Budget (OMB), numerous City agencies and all 59 NYC Community Boards
- advancing an ongoing program of planning support initiatives aimed to provide agency planners and Executive leaders with customized tools, data resources and other tactical supports to catalyze agency planning priorities, ensuring coordination amongst related efforts
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THE ROLE

Planning Coordination is seeking a Planning Analyst who is passionate about delivering innovative planning tools, analyses and insights that can directly influence better planning and decision making in city government. The candidate will immediately contribute to current division activities and support development of new initiatives that will improve and expand access to DCP planning information and data resources to planners and decision makers in government, as well as other key stakeholders—including community boards—and the public.

The successful candidate will be a highly-motivated team player who shares our passion for improving New York City, can work independently and nimbly within a team. S/he will be a proactive problem solver, with strong organizational and interpersonal communication skills and demonstrated ability to achieve results within established deadlines. Experience with project management, data analytics, and urban policy is important, and an additional ability to synthesize, clearly present and communicate complex datasets and information to multiple audiences, including Executive Leaders, is also highly valued.

Specific responsibilities include:

- Build, enhance and promote innovative planning tools that improve access to DCP’s data and planning resources, and serve the needs of DCP planners, agencies and public stakeholders, including community boards. Examples include: DCP’s online Community Portal, Community District Profiles, and DCP’s Guide to Planning Resources (internal), all of which empower more informed decision making and public participation in related processes;
- Conduct data analyses and develop customized maps and presentations to promote greater consistency in access to and application of DCP’s data and planning expertise, both internally and externally;
- Work within a team to present synthesis of trends on community perspectives resulting from data collected from electronic submission of the annual Statements of Community District Needs and Community Board Budget Requests, and other relevant community planning related data and identify additional opportunities for integrating their use toward improved planning, budgeting and outreach;

- Support greater interdivisional collaboration and knowledge sharing related to access and application of DCP's data and planning resources through routine participation in interdivisional meetings and identifying, developing and implementing agency improvements

This position will also be expected to contribute to other special projects and analysis that support the broader mission of the Division, collaborating with agency staff within and outside of the division.

PREFERRED SKILLS:

- You are passionate about helping cities operate more efficiently, equitably, and transparently
- You work well in teams and are a self-starter that can apply independent judgement on complex issues
- You value the application of data to decision-making and process improvement, and demonstrate strong drive to advance your own skillset in support of these goals
- You have strong data analysis skills using Excel and/or SQL (i.e., competency with advanced Excel functions such as vlookup and index + match)
- You are proficient in creating PowerPoint presentations with data visualizations and succinct narratives to effectively communicate key messages
- You are proficient in spatial analysis and mapping using ArcGIS Online/Portal/Hub and/or CARTO
- You are proficient in HTML and CSS; familiarity with Bootstrap, Javascript, Github, Airtable and/or Google Analytics a plus
- You have experience and/or interest in conducting stakeholder outreach and community engagement
- You are organized and have strong communication skills

MINIMUM REQUIREMENTS:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

CIVIL SERVICE TITLE: Community Coordinator

SALARY RANGE: \$58,000 to \$68,000 commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: until filled

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **382234**
- Click on the job business title: **Planning Coordination Analyst**
- Click on “Apply Now” at the bottom of the posting

Only applicants under consideration will be contacted.

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

New York City Residency is required for this position.

Appointments are subject to Office of Management and Budget (OMB) approval.

PLEASE NOTE: New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with a Human Capital representative.

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