



POSITION AVAILABLE

Office Title: Zoning Specialist	Civil Service Title: Assistant Urban Designer
Level: 1	Salary Range: \$58,000 - \$60,000
Division / Work Unit: Technical Review Division	Number of Positions: 1
Job ID: 395285	Hours / Shift: Monday – Friday (9am – 5pm)
Position Status: Permanent Full-Time	Application Deadline: Until Filled

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 great agency.

THE DIVISION:

The Technical Review Division (TRD) supports the Department's overall mission and the City's goals by reviewing land use applications for changes to the City Map, zoning changes, and special permits, which facilitate the construction of millions of square feet of housing, commercial space, and open space per year. TRD ensures that land use applications provide complete and correct information to community boards, borough presidents, the City Council, and the general public. Interfacing with the development community and with planners across the Agency, Technical Review Planners develop and utilize in-depth expertise in zoning, design, plan review, and land use process. The Division also maintains the official City

Map and Zoning Map of the City of New York, which lay out the streets, parks, and zoning districts.

THE ROLE:

This position will support borough offices by providing technical assistance on zoning and land use process:

- Review land use applications to determine completeness and accuracy, and other planning considerations. Applications include maps, written narratives and complex architectural drawings.
- Work closely with other DCP divisions and with developers and property owners who apply for land use approvals to advise them on preparation and submission of land use applications.
- Provide technical assistance to developers and community planners, facilitating the provision of accurate and timely information to the public.
- Research zoning and building code, property histories, legislative histories and other sources necessary for review of land use applications, preparation of sketch maps, and updating of the NYC Zoning Resolution.
- Manage multiple projects simultaneously in a fast-paced environment, consistent with Department priorities.
- Conduct meetings to resolve issues and develop recommendations and strategies.
- Review City Planning Commission Reports for technical accuracy and produce official records of Commission approvals and land use applications for distribution to Community Boards, Borough Presidents, and the New York City Council.
- Perform related tasks.

PREFERRED SKILLS:

- Experience in drafting or review of architectural drawings.
- Strong written and verbal communication skills
- Attention to detail in research, analysis, and review of visual and written materials

- Ability to monitor and coordinate multiple projects simultaneously, meet strict deadlines and quickly respond to Departmental priorities.
- Strong interpersonal skills, the ability to work effectively with different personalities and roles, and a solution-oriented attitude.
- Experience with zoning and land use processes, development or construction, and the analysis and application of legal codes and rules is a plus

MINIMUM REQUIREMENTS:

1. A baccalaureate degree in architecture from an accredited college and one (1) year of full-time experience in planning, design, research, investigations and/or studies related to urban design development programs; or

 2. Education and/or experience equivalent to "1" above. However, a baccalaureate degree in architecture is required of all candidates. Graduate work leading to an advanced degree in architecture, urban design or city planning may be substituted for the one year of experience described above.
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TO APPLY: All applications must be submitted through the NYC Careers / ESS Website

City Employees – Click [here](#) to apply directly

1. Log in to ESS.
2. Search for job ID number: **395285**

3. Click on the job business title: **Zoning Specialist**
4. Click on “Apply Now” at the bottom of the posting

Non-City Employees – Click [here](#) to apply directly, or visit: <https://www1.nyc.gov/jobs/> and follow the steps below:

1. Search for job ID number: **395285**
2. Click on the job business title: **Zoning Specialist**
3. 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.

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

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.

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.