



POSITION AVAILABLE

Office Title: Communications Analyst	Civil Service Title: <i>Associate Public Information Specialist</i>
Level: 1	Salary Range: \$63,000 - \$73,000
Division / Work Unit: Communications Division	Number of Positions: 1
Job ID: 397609	Hours / Shift: Mon – Fri (9am – 5pm)
Position Status: Full Time Permanent	Application Deadline: Until Filled

** **Please Note:** Only those candidates who are currently serving permanently in the Administrative Public Information Specialist title will qualify for this position. **

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:

Part of DCP’s Executive Office, the Communications Office manages all interactions with the media, as well as agency announcements. The Executive Office serves as the Department’s primary liaison to City Hall, its fellow agencies, and City Planning’s community, business and civic constituents.

THE POSITION:

DCP's Communications Office is looking for Communications Analyst and content designer to help review, edit and streamline materials for publication on the agency's website, as well as select or create and amplify imagery to illustrate concepts related to DCP's work and initiatives. This person will serve as an editor and will contribute to all reports and documents produced by DCP's research divisions and planners, including those related to City-sponsored neighborhood planning projects, to ensure clear and consistent language. The designer will produce, evaluate and edit for visual clarity, and greater understanding material that may include presentations, pamphlets, booklets, posters, informative displays, exhibits, maps, charts and graphs. The analyst will play a key role in the Communications Office, which is charged with helping the public understand the complex urban planning and zoning work of the Department of City Planning. Among other goals the selected candidate will be responsible for helping the agency enhance community engagement, and increase the mobile-friendliness of our web materials.

The right candidate must be a strong writer, a proven self-starter, and a team player. The analyst will report to the Communications Director and will work closely with the press office and policy divisions across the agency.

PREFERRED SKILLS:

- Familiarity with social media and making and producing graphics and video are a valued plus.
- Interest and knowledge of urban policy and city planning is strongly recommended.
- Familiarity with the following software preferred: Adobe Creative Suite (CS) including InDesign and After Effects, Microsoft Office, and Canva
- Spanish language proficiency a plus

MINIMUM REQUIREMENTS:

Authorization to work in the United States is required for this position. **NYC Department of City Planning does not provide sponsorship for international employees.** Applicants are responsible for ensuring that they meet all minimum qualifying requirements for this position, at the time of application.

1. A Baccalaureate degree from an accredited college with 24 credits in English, journalism or public relations, plus five (5) years of full-time paid experience in public relations, journalism or advertising, including two (2) years in an administrative, supervisory or consultative capacity; or
2. A combination of education and/or experience which is equivalent to "1" above. Graduate study in English, journalism, or public relations may be substituted for up to one year of required experience. However, all candidates must have at least two (2) years of administrative, supervisory, or consultative experience in public relations, journalism or advertising.

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: **397609**
3. Click on the job business title: **Communication Analyst**
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: **397609**

2. Click on the job business title: **Communication Analyst**
 3. Click on “Apply Now” at the bottom of the posting
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Only applicants under consideration will be contacted. 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.

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.