



POSITION AVAILABLE

Office Title: Junior Urban Designer	Civil Service Title: Assistant Urban Designer
Level: 1	Salary Range: \$55,416 - \$65,000
Division / Work Unit: Urban Design Division	Number of Positions: 1
Job ID: 3999969	Hours / Shift: Mon – Fri (9am – 5pm)
Position Status: Full-Time / Permanent	Application Deadline: Until Filled
DISCLAIMER: The NYC Department of City Planning does not offer Sponsorship, of any kind, for any type of employment opportunity.	

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 Urban Design Office is the design office for the agency. Drawing on expertise in architecture, landscape architecture and urban design, the office provides assistance on projects affecting infrastructure design, master planning, overall massing and architectural expression, streetscape, landscape, and resilient and sustainable design. In addition to serving all five borough offices of the agency, the office also provides design assistance to other City agencies and private applicants. The department assists in developing city

planning policy to support excellence in urban design, reviews large-scale projects for zoning modifications, and designs urban projects in-house where the time frame requires immediate results for the agency. The office also conducts urban design studies ranging in scope from small-scale site-specific projects to more comprehensive neighborhood plans and city-wide initiatives.

THE ROLE:

The Department of City Planning is seeking a junior urban designer with strong drawing, design and communication skills. The ideal candidate will have a positive attitude toward community service, as well as a desire to contribute to an engaging, fast-paced work environment on projects that impact the growth and development of the City. Our office offers a dynamic work environment, with exposure to and influence on the development of borough-and city-wide plans, and provides urban design expertise to the agency, City Planning Commission (CPC), elected officials, Community Boards, other City Agencies and the public-at-large.

Under supervision, performs urban design work of moderate difficulty and responsibility including, but not limited to, the following:

- Plan, organize and conduct zoning, land use and urban design studies, research data, analyze conditions, prepare technical and illustrative drawings, digital models and presentation materials, and write reports for land use policy proposals;
- Prepare conceptual designs, develop design criteria and design guidelines for large-scale planning efforts, and coordinate with agency staff and other city agencies;
- Develop and maintain a working knowledge of the city's urban design and planning trends through research and field experience;
- Review, analyze and make urban design related recommendations on applications and projects submitted to the Department subject to the City's Uniform Land Use Review Procedure (ULURP), the City Environmental Quality Review (CEQR) and other administrative procedures;
- Organize and prepare graphic and written materials, to inform the City Planning Commission, department staff, community boards, elected officials and public agencies;
- Maintain a working knowledge of the NYC Zoning Resolution;
- Perform other related tasks and projects.

PREFERRED SKILLS:

- Strong urban design capabilities with knowledge of physical design practices including site planning and programming, building layout, massing and architectural design. Knowledge of urban landscape and environmental design and familiarity with resiliency and sustainability measures and best practices.
- Strong research and analytical skills. Competence in free-hand sketches, computer-based drawings, 3D modeling, database and/or geographic information computer software.
- Demonstrated presentation and written communication skills; experience speaking publicly and making effective presentations.
- Motivated self-starter with an ability to collaborate and communicate in a team setting.
- Demonstrated ability to self-manage and capacity to take initiative, and to complete tasks in a timely fashion.
- Knowledge of New York City's general urban planning and land use issues, policies and needs, as well as best practice examples from around the world.
- Rhino, Grasshopper
- Sketchup, AutoCAD
- Adobe Creative Suite (AfterEffects positive but not required)
- ArcGIS (positive but not required)

- HTML, CSS, Javascript (positive but not required)

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 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.

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: **399969**
3. Click on the job business title: **Junior Urban Designer**
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: **399969**
2. Click on the job business title: **Junior Urban Designer**
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.

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.