



POSITION AVAILABLE

Office Title: Borough Planner	Civil Service Title: Economist
Level: 1	Salary Range: \$55,000 - \$62,000
Division / Work Unit: Manhattan Borough Office	Number of Positions: 1
Job ID: 399988	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:

Manhattan is home to over 1.6 million residents and serves as the economic engine of the regional economy with well over 2 million workers commuting to and within the borough on a daily basis. The landscape of Manhattan is highly varied and ranges from very high-density office and residential districts to low-scale rowhouses, stretching the full 13.4 miles of the island. The borough includes the sources of some

of the most iconic images of the global imagination – Times Square, Wall Street, Central Park, Harlem, the United Nations – as well as countless hidden gems around every corner. The Manhattan Borough Office, located in the Department of City Planning’s headquarters building in the heart of Manhattan’s Financial District, is responsible for developing borough-wide and local area plans, reviewing and processing ULURP and non-ULURP land use applications, and providing technical and policy guidance and direction on all land use and zoning related matters to the City Planning Commission, local Community Boards, elected officials and the public at large. The Manhattan Office emphasizes planning and urban design that create a more equitable city, with rich opportunities for and access to housing, employment, recreation, and transit. The approximately 20-person Office is comprised of professional planners working in teams arranged by community district as well as urban designers that work borough-wide across a wide range of projects.

THE ROLE

The Manhattan Office seeks two analytically-minded planners to support and manage current and future land use applications and neighborhood planning initiatives throughout the borough. The positions will also focus on projects located within a specific geography, namely Community District 7 and Community District 12.

Community District 7 encompasses a portion of the west side of Manhattan and includes the neighborhoods of Lincoln Square, the Upper West Side, and Manhattan Valley. Community District 12 encompasses a portion of Upper Manhattan and includes the neighborhoods of Washington Heights, Hudson Heights, and Inwood.

The ideal candidate will also be responsible for reviewing and processing Uniform Land Use Review Procedure (ULURP) and non-ULURP applications and providing technical and analytical assistance on all economic development, land use, and zoning matters to the agency, City Planning Commission (CPC), elected officials, Community Board, and the public at-large. The ideal candidate will have exceptional technical and analytical planning skills and a strong grasp of land use and public policy issues of primary importance to the department, including economic development, zoning, urban design, affordable housing. The candidates should also have a positive attitude toward community service, as well as a desire to contribute to an engaging, team-based work environment.

Under Supervision of division management and a Team Leader, with latitude for independent judgment, the City Planner will perform work including – but not limited to – the following:

- Plan, organize and conduct economic, zoning, land use and urban design studies, research data, analyze conditions, prepare maps and written reports for economic and land use policy proposals.
- Provide project management and other support for division’s neighborhood plans and private and agency/city land use applications.
- Review, analyze site plans and development proposals to determine compliance with NYC zoning regulations and the City’s land use planning policies and make recommendations on applications submitted to the Department; review of both ULURP and non-ULURP development proposals.
- Develop and execute community engagement and outreach strategies to advance neighborhood planning efforts
- Organize and prepare graphic and written materials summarizing analytical results, and present to the City Planning Commission, department staff, community boards, elected officials and public agencies.
- Maintain a working knowledge of the NYC Zoning Resolution
- Represent the department at community boards and other meetings to gather information and convey the Department’s positions on neighborhood planning and design issues and proposals.
- Coordinate with other agency representatives on Department studies and projects.
- Perform other related tasks and projects.

PREFERRED SKILLS:

Demonstrated ability to analyze multiple streams of complex data (economic, land use, demographics) and synthesize results into clear, coherent reports and presentations for discussion and consideration by team, division, and agency management

- Experience managing projects and studies; ability to lead meetings effectively and inclusively
- Proficiency with ArcGIS mapping and analysis is strongly preferred
- Knowledge of the functions and capabilities of specialized software including Adobe Creative Suite and SketchUp
- Excellent presentation and written communication skills; experience speaking publicly and making effective presentations
- Proven ability to complete tasks in a timely fashion under minimal supervision and manage multiple projects simultaneously
- Ability to work well in teams with a diverse mix of community stakeholders, staff, elected and appointed officials
- Ability to attend evening and weekend meetings

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 master's degree from an accredited college or university in economics, statistics, finance, management, business administration, public administration, public policy or related field; or
2. A baccalaureate degree from an accredited college or university, including or supplemented by 24 semester credits in one or more of the course areas of economics, statistics, finance, management, mathematics, business administration, public administration, and public policy, 12 semester credits of which must have been in economics; and one year of satisfactory full-time experience in one or more of the fields of finance; economic, fiscal or statistical research; policy analysis; or quantitative, business, market or financial analysis. Graduate semester credits in any of the areas described in "1" above may be substituted for the undergraduate semester credits on the basis that each 3 graduate semester credits may be substituted for 6 of the required undergraduate semester credits.

Special Note

To be eligible for placement in Assignment Level II individuals must have, in addition to meeting the minimum requirements, at least one additional year of full-time experience listed in "2" above.

Special Note

To be eligible for placement in Assignment Level III individuals must have, in addition to meeting the minimum requirements, at least two additional years of full-time experience listed in "2" 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: **399988**
3. Click on the job business title: **Borough Planner**
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: **399988**
2. Click on the job business title: **Borough Planner**
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.