



<b>Office Title:</b> Associate Borough Planner	<b>Civil Service Title:</b> City Planner
<b>Level:</b> 1	<b>Salary Range:</b> \$63,309 - \$72,805
<b>Division / Work Unit:</b> Bronx Borough Office	<b>Number of Positions:</b> 1
<b>Job ID:</b> <b>402957</b>	<b>Hours / Shift:</b> Monday – Friday (9am – 5pm)
<b>Position Status:</b> Full-Time / Permanent	<b>Application Deadline:</b> Until Filled
<b>DISCLAIMER:</b> 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 by 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 \$1 billion Neighborhood Development Fund, geared toward ensuring 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](http://www.nyc.gov/planning) to access the full listing of job opportunities and to learn more about our great agency.

**THE DIVISION**

The Bronx Borough Office of the Department of City Planning seeks an experienced community-based City Planner to assist in the implementation of its robust work program. The Bronx has again reached its all-time population level and by 2040, it is projected to grow by more than 200,000 residents, a 14% increase making it the fastest growing borough in the city. The Bronx Office has a diverse and dynamic work program focused on the creation and strengthening of great neighborhoods, affordable housing, vibrant commercial and institutional centers, rich transit opportunities, and

high-quality open space and waterfronts.

The Office is an engaging and dynamic work environment charged with the developing borough-wide and local plans, managing development projects subject to the Uniform Land Use Review Procedure (ULURP), providing input to agency policy, and communicating policies effectively to an audience that includes the, City Planning Commission, elected officials, and local communities. The Bronx Office is responsible for a wide range of land-use planning, urban design, outreach and policy implementation. The Office works in close consultation with the central divisions on borough-specific and city-wide issues.

#### **THE ROLE:**

Under Supervision, with latitude for independent judgment, the Planner will:

- Conduct economic and land use, and/or urban design studies, including research, data and condition analysis, and preparation of maps, graphics, and written reports
- Contribute as a member of neighborhood planning teams with communications, outreach, plan development, and related tasks
- Review, analyze, and make recommendations on applications submitted to the Department pursuant to the Uniform Land Use Review Procedure (ULURP) and coordinate this work with technical divisions of the department, other city agencies, community boards, elected officials and the public;
- Create and organize graphic and written materials for presentations to the City Planning Commission, other governmental agencies, and the public;
- Serve as Department liaison to one or more Bronx community boards;
- Represent the department at meetings of civic, business and community groups, community boards, and public agencies; and
- Perform other related tasks.

---

#### **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 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.

#### **PREFERRED QUALIFICATIONS:**

- Experience managing projects and studies; ability to lead meetings effectively and inclusively
- Experience structuring an analytical approach to data to develop clear outputs and summaries
- Ability to manage analytical projects that require coordination among multiple stakeholders
- Understanding of Urban Design principles and physical design planning practices
- 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
- Proficiency with ArcGIS mapping and analysis is strongly preferred
- Knowledge of the functions and capabilities of specialized software used in urban design including Adobe Creative Suite and SketchUp

---

**TO APPLY:** All applications must be submitted through the NYC Careers / ESS Website

**City Employees**

1. Log in to ESS.
2. Search for job ID number: **402957**
3. Click on the job business title: **Associate Borough Planner**
4. Click on “Apply Now” at the bottom of the posting

**Non-City Employees** – Please visit: <https://www1.nyc.gov/jobs/> and follow the steps below:

1. Search for job ID number: **402957**
2. Click on the job business title: **Associate 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.**