



<b>Office Title:</b> Zoning Deputy Director	<b>Civil Service Title:</b> Administrative Business Promotion Coordinator
<b>Level:</b> M 3	<b>Salary Range:</b> \$95,000 - \$105,000
<b>Division / Work Unit:</b> Zoning	<b>Number of Positions:</b> 1
<b>Job ID:</b> <a href="#">403642</a>	<b>Hours / Shift:</b> Monday – Friday (9am -5pm)
<b>Position Status:</b> Full-Time / Permanent	<b>Application Deadline:</b> 8/23/2019
<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 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](http://www.nyc.gov/planning) to access the full listing of job opportunities and to learn more about our great agency.

**THE DIVISION:**

The Zoning Division is responsible for the development of key elements of the department’s work program regarding city-wide land use policy, the coordination of local and city-wide land use policies and the preparation and maintenance of zoning text implementing these policies.

**THE ROLE:**

The Division is seeking an applicant with a proven track record of high level professional achievement to assist the Director in developing the division work program, coordinating planning activities and preparing amendments to the Zoning Resolution.

With great latitude for exercising independent judgment, the Deputy Director will:

- Assist the Director in all planning and land use policies relating to the Zoning Resolution;
- Assist the Director in recommending and formulating planning studies;
- Review zoning proposals for consistency with the Zoning Resolution and land use objectives of the department and the City Planning Commission;
- Supervise the preparation of studies and reports on land use and zoning matters;
- Assign projects and delegate responsibilities and tasks to office staff;
- Work collaboratively with other divisions on the development of land use plans and their implementation through zoning;
- Represent DCP at meetings of public agencies and civic, business and community groups;
- Write and review proposed zoning text amendments and maintain the Zoning Resolution;
- In the Director's absence, assume requisite responsibilities, and perform related tasks.

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**MINIMUM REQUIREMENTS:**

1. A baccalaureate degree from an accredited college or university and five years of full-time paid experience acquired within the last fifteen years, of supervisory or administrative experience including handling of business promotion or urban economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning; or

2. A satisfactory equivalent combination of education and experience. However all candidates must have 2 years of managerial or executive experience as described in "1" above.

Appropriate graduate study in an accredited college or university may be substituted for the general experience on a year-for-year basis. All candidates must have a four-year high school diploma or its equivalent approved by a State's Department of Education or a recognized accrediting organization.

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**PREFERRED SKILLS**

- Substantial knowledge of the Zoning Resolution and the City's land use and environmental review procedures.
  - Knowledge of land use and development issues and planning theory and practice.
  - Ability to supervise, lead and motivate professional staff.
  - Ability to grasp complex, conceptual, policy and legal interrelationship.
  - Experience presenting complex ideas to senior officials in the public and private sectors, community boards, civic groups and the public.
  - Superior technical writing skills and excellent oral communication and presentation skills.
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**TO APPLY:** All applications must be submitted through ESS

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

1. Log in to ESS.
2. Search for job ID number: **403642**
3. Click on the job business title: **Zoning Deputy Director**
4. 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.