



<b>Office Title:</b> EARD Deputy Director	<b>Civil Service Title:</b> Administrative Business Promotion Coordinator
<b>Level:</b> M 3	<b>Salary Range:</b> \$100,000 - \$110,000
<b>Division / Work Unit:</b> EARD	<b>Number of Positions:</b> 1
<b>Job ID:</b> <a href="#">403961</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 POSITION:**

The Deputy assists the Director in recommending and implementing environmental assessment and review policies, procedures, practices and strategies. The Deputy Director also assists in managing and administering the division. Specifically, the Deputy Director will:

- Assist in supervising Team Leaders and division staff in the review and analysis of City Environmental Quality Review applications to determine potential impacts on traffic, neighborhood character and land use, and determine the necessity for the preparation of environmental impact statements;
- Monitor and assess the status of CEQR applications to assure adherence to timeframes and environmental review criteria;
- Resolve environmental review issues with applicants and governmental agencies, as needed;
- Provide guidance technical assistance to the department on all issues related to environmental planning and review;
- Develop and recommend systems and procedures to coordinate and expedite the environmental assessment and review process;
- Coordinate staff performance evaluations and provides instruction, training and guidance to division staff;
- Represent the division at meetings, hearings and public forums; and
- Perform related duties.

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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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**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: **403961**
3. Click on the job business title: **EARD 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.