



<b>Office Title:</b> Intergovernmental Liaison	<b>Civil Service Title:</b> Community Coordinator
<b>Level:</b>	<b>Salary Range:</b> \$60,403 - \$70,000
<b>Division / Work Unit:</b> Executive	<b>Number of Positions:</b> 1
<b>Job ID:</b> <u><b>404681</b></u>	<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 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 Intergovernmental Affairs office serves as the primary point of contact for all elected officials seeking information and assistance from the Department. Intergovernmental Affairs works with the Departmental divisions to plan outreach to local, state and federal elected officials for agency initiatives and to determine the responses to inquiries City Planning receives from such officials. Intergovernmental Affairs also serves as

the liaison between City Planning and the Mayor's office of Legislative Affairs to promote effective collaboration between the Department and City Hall.

### **THE ROLE**

Under general direction, with wide latitude for independent initiative and judgment, this position will be responsible for tasks including but not limited to the following:

- Act as intergovernmental liaison with elected officials, with particular emphasis on the New York City Council.
  - Attend meetings on behalf of the Director, Intergovernmental Affairs.
  - Coordinate all constituent service requests from Elected Officials and City Hall with the relevant staff at DCP.
  - Provide distinct operational support for public outreach campaigns on planning initiatives, with focus on City Planning's neighborhood studies, including organizing meetings with internal partners in government, elected officials and relevant community groups.
  - Act as lead for City Planning's Intergovernmental staff for the resiliency portfolio, guiding these proposals through public review along with other external outreach.
  - Track city and state legislative matters of interest and work with Counsel's Office to analyze the potential effects of new legislation on the operation of the Department and to recommend required changes.
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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:**

- Ability to apply a high level of independent judgment to complex planning matters
  - Ability to negotiate sensitive and complex planning issues
  - Knowledge of operations, policies and practices of governmental agencies
  - Excellent analytical and organization skills
  - Strong written and verbal communication and presentation skills
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**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: **404681**
3. Click on the job business title: **Intergovernmental Liaison**
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: **404681**
2. Click on the job business title: **Intergovernmental Liaison**
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.**