



## **POSITION AVAILABLE**

<b>Office Title:</b> Assistant Urban Designer /City Planner	<b>Civil Service Title:</b> Housing Development Specialist
<b>Level:</b> 1	<b>Salary Range:</b> \$55,416 - \$70,000
<b>Division / Work Unit:</b> Queens Office	<b>Number of Positions:</b> 1
<b>Job ID:</b> <b>406181</b>	<b>Hours / Shift:</b> Mon – Fri (9am – 5pm)
<b>Position Status:</b> Full-Time / Permanent	<b>Application Deadline:</b> 8/30/2019

**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:**

Queens is home to more than 2.3 million residents, a historic peak population. Queens’ extensive ethnic diversity leads the city and the country. Its growth has been fueled in large measure by an influx of persons arriving from abroad, and its residents speak nearly 140 languages. The borough’s recent growth is occurring within distinct neighborhood contexts, which vary widely across the borough. Planners in the

Queens Office perform a wide range of planning, zoning, urban design, and project management activities as they serve the communities across the borough and achieve important physical planning and socioeconomic objectives for the Department and the City.

**THE ROLE:**

The Department of City Planning is seeking a self-motivated planner with strong technical planning skills, a positive attitude toward customer and community service, as well as a desire to contribute to an engaging work environment in roles that impact the growth and development of the borough. The planner would be responsible for the development of borough-wide and local plans, analyzing land use and transportation conditions and needs, conduct analysis of complex urban concepts, reviewing and processing Uniform Land Use Review Procedure (ULURP) and non-ULURP applications and providing technical assistance on all land use and zoning matters to the agency, City Planning Commission (CPC), elected officials, community boards and the public.

Under supervision, with some latitude for exercising independent initiative and judgment, the selected candidate would perform work, including but not limited to the following:

- Manage Department initiatives, ULURP and non-ULURP projects, contribute to larger planning efforts, including text amendments and coordinate this work with other divisions of the Department, other city agencies, community boards, elected officials and the public
- Review and 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
- Analyze area land use and transportation factors to contribute to agency/city planning priorities
- Provide project management and other support for private and agency/city land use applications, including the preparation of written briefing materials and reports.
- Advise Director and Deputy Director on policies and standards relating to required reviews of land use applications relating to assigned area and zoning rules, as well as on future policy decisions and potential text amendments
- Create and organize illustrative, graphic and written materials for presentation and to provide visual recommendations and/or solutions to the City Planning Commission, other governmental agencies and the public in support of proposals, studies and other projects
- Represent the department at meetings of civic, business and community groups, community boards and public agencies
- Support neighborhood planning studies (including research analysis) and produce written technical reports and presentations
- Develop, maintain and utilize working knowledge of all on-going planning, land use, transportation, urban design and zoning studies, as well as community initiatives and studies, with specific and deep knowledge of these topics within all areas of responsibility with a focus in Coastal Resiliency
- Develop, maintain and utilize working knowledge of planning, urban design and zoning best practices, concepts and trends
- Areas of expertise may include affordable housing policy, mixed-use light industrial and residential developments and resilient and sustainable design strategies
- Perform other related tasks and projects

**PREFERRED SKILLS:**

- Ability to work effectively in a team structure to complete tasks in a timely fashion under minimal supervision; manage multiple projects simultaneously
- Ability to establish professional credibility, including the ability to organize and lead public meetings effectively and inclusively
- Experience in successfully managing inter-agency and consultant teams including architects, planners and other planning and design professionals on large, complex projects
- Proficiency in using tools such as Adobe Creative Suite, SketchUp, GIS and MS Office, including the ability to identify new adaptations of such tools preferred
- Demonstrated ability to review technical details in residential, mixed-use and commercial site plans and review zoning calculations relating to both citywide zoning and Special Districts
- Demonstrated ability to self-manage, as well as superior project management skills, including the ability to complete tasks in a timely fashion with minimal supervision
- Demonstrated leadership skills, initiative and ability to communicate ideas effectively
- Excellent presentation and written communication skills; experience speaking publicly and making effective presentations
- Experience in community coordination and outreach, including managing public meetings and advisory committees
- A working knowledge of current policies and trends in resiliency and planning for climate change
- Strong influence skills and proven ability to negotiate sensitive issues
- Experience conducting studies, writing reports and technical memos
- Familiarity with NYC Zoning Resolution, ULURP, and/or CEQR preferred

---

#### **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 or university and two years of full-time, satisfactory professional experience in planning, analysis, coordination and/or development of housing projects or programs; or

2. Graduate study from an accredited college or university in the field of urban studies, city planning, real estate development, public administration, public policy, finance, community organization, architecture, or urban design, may be substituted for up to one year of the required experience on the basis of 30 credits for one year.

However, all candidates must have at least a baccalaureate degree and one year of the experience described in "1" 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: **406181**

3. Click on the job business title: **Assistant Urban Designer / City 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: **406181**
2. Click on the job business title: **Assistant Urban Designer / City 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.**