



## **POSITION AVAILABLE**

<b>Office Title:</b> Consolidated Plan Program Manager	<b>Civil Service Title:</b> Housing Development Specialist
<b>Level:</b> 1	<b>Salary Range:</b> \$70,000 - \$80,000
<b>Division / Work Unit:</b> The Housing, Economic, and Infrastructure Planning	<b>Number of Positions:</b> 1
<b>Job ID:</b> <b>406952</b>	<b>Hours / Shift:</b> Mon – Fri (9am – 5pm)
<b>Position Status:</b> Full-Time / Permanent	<b>Application Deadline:</b> Until Filled

**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 Housing, Economic, and Infrastructure Planning Division advises the Executive Office and City Planning Commission on a wide range of housing, economic, and infrastructure policy issues (including relevant ULURP and CEQR applications) and conducts planning studies and initiatives of citywide scope for the agency. The Division also maintains databases related to housing and the economy, and prepares Federal/City Charter-mandated documents including the New York City Consolidated Plan and the Consolidated Plan Annual Performance Report. The division also leads DCP’s coordination with Business Improvement Districts.

**THE ROLE:**

The New York City Department of City Planning is recruiting a Program Manager to oversee preparation of the City's Consolidated Plan. The Consolidated Plan and One-Year Action Plans are the City of New York's annual application to the United States Department of Housing and Urban Development's (HUD). Preparation of the plan is required for the City to receive formula entitlement grant funds. HUD federal funds are used to address affordable housing, homelessness, supportive housing services and community development needs for programs conceived either to directly or indirectly benefit low- and moderate-income households.

Under supervision of the Director of Housing, Economic, and Infrastructure Planning, with wide latitude for the exercise of independent judgment, the Consolidated Plan Program Manager will:

- Manage the process of developing the 5-year Consolidated Plan on the assessment of community needs, short- and long-term goals, projections and strategies;
- Manage the development and creation of comprehensive public reports which detail the goals relating to identified community needs;
- Oversee/prepare public notices, grant application process, ERR process and IDIS reporting;
- Supervise an assistant planner in the preparation Consolidated Plan-related documents;
- Coordinate with the Mayor's Office for Deputy Mayor approval and sign-off of reports and related materials;
- Monitor sub-recipients and assist sub-grantees and vendors to comply with federal regulations, including Section 3 and Davis-Bacon. Submit reports as required by HUD;
- Serve as liaison with the U.S. Department of Housing and Urban Development with respect to the approval of the Consolidated Plan and related issues;
- Work with auditors and HUD representatives to ensure accuracy and compliance with all regulations.

**PREFERRED SKILLS:**

- At least four years of experience in housing development, community and economic development, human services, planning, public administration or a related field, with at least two years of experience in federal grants management;
- Knowledge of state and federal regulations, requirements, administrative practices, and guidelines related to HUD CDBG, HOME and ESG programs and related programs;
- Proficiency in Microsoft Office suite and Access;
- Knowledge of HUD's Integrated Disbursement and Information System (IDIS) a plus;
- Exceptional interpersonal skills and the ability to maintain positive and collaborative working relationships with colleagues, local, state, and federal governments, citizens, community groups, non-profit organizations, and funding agencies;
- Excellent communication skills, both written and oral;
- Ability to be a self-motivator and to work independently with minimal supervision when necessary;
- Demonstrated ability to interpret and apply policies and procedures, and analyze existing practices and procedures; make recommendations; and write policies and procedures to reduce manual effort and increase efficiencies.

---

**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

1. Log in to ESS.
2. Search for job ID number: **406952**
3. Click on the job business title: **Consolidated Plan Program Manager**
4. Click on "Apply Now" at the bottom of the posting

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

1. Search for job ID number: **406952**
  2. Click on the job business title: **Consolidated Plan Program Manager**
  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.**