



**INTENRAL POSITION AVAILABLE
SPECIAL ASSISTANT TO THE CHAIR
EXECUTIVE OFFICE**

Office Title: Special Assistant to the Chair	Civil Service Title: Executive Assistant to the Chairman
Level:	Salary Range: \$62,092 - \$70,000
Division / Work Unit: Executive	Number of Positions: 1
Job ID: <u>407206</u>	Hours / Shift: Monday – Friday (9am -5pm)
Position Status: Full-Time / Permanent	Application Deadline: Until Filled
DISCLAIMER: 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 to access the full listing of

job opportunities and to learn more about our great agency.

THE DIVISION

The Executive Office manages the overall work program of the Agency and coordinates the Department's divisions to fulfill its mission. The Executive Office serves as the Department's primary liaison to City Hall, its fellow agencies, and City Planning's community, business and civic constituents. The Chief Operating, Governmental Affairs, and Strategic Communications offices are part of the Executive Office.

RESPONSIBILITIES

- Manage all correspondence for the Chair, ensuring appropriate and timely responses and follow-up.
- Work with the Director of Communications to manage the Chair's speaking engagements and public appearances, including preparation of briefing materials, logistics and administration, speeches, talking points and presentations.
- Coordinate presentation and interview requests from visiting domestic and international delegations.
- Coordinate special projects or requests that involve multiple divisions at City Planning and/or agencies within City Government, and require quick turnaround by City Hall and others.
- Support the Executive Director, Chief Operating Officer, General Counsel, Director of Governmental Affairs, and Director of Communications on a wide range of assignments covering internal operations, communications and external affairs, and press material, in coordination with City Hall or other agencies.
- Represent the Department at meetings of civic, community and business groups, community boards and City agencies.
- Assist in the management of the Executive Office to ensure its efficient operation, including the Chair's scheduling and meetings briefs.
- Assist in the preparation and efficient operation of the City Planning Commission, including Review Sessions and Public Hearings.
- Manage Executive Office intern team.
- Perform other related duties and tasks as needed

PREFERRED SKILLS:

- Demonstrated ability to self-manage and capacity to take initiative, as well as superior project management and organizational skills, including the ability to complete tasks in a timely fashion with minimal supervision
- Excellent verbal and written communications skills
- Experience with report or memorandum writing and drafting presentations and speeches
- Thorough knowledge of Microsoft Office products, including Word, Excel and PowerPoint; knowledge of Adobe Creative Suite a plus
- Adaptability, which is required to succeed in the complex, fast paced Executive Office
- Familiarity with planning concepts or NYC government is preferred

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: **407206**

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: **407206**
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.