



POSITION AVAILABLE

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| Office Title: Associate Project Manager | Civil Service Title: City Planner |
| Level: 1 | Salary Range: \$65,000 - \$72,000 |
| Division / Work Unit: Environmental Assessment Review Division | Number of Positions: 1 |
| Job ID: 442388 | Hours / Shift: Mon – Fri (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 Environmental Assessment and Review Division is responsible for preparing and reviewing City Environmental Quality Review (CEQR) applications. The Division is seeking a team member for the preparation and review of City Environmental Quality Review (CEQR) applications. This is a Mid-Level Project Manager position who will be working under the limited supervision of the Director and Deputy Director.

THE ROLE:

The Associate Project Manager will assume the following responsibilities:

- Report to the Team Leader, Deputy Director and Director to seek guidance on the Division's policies and procedures, and meet project schedules and deadlines;
- Under limited supervision of the Team Leader, Deputy Director and Director, prepare and review City Environmental Quality Review (CEQR) applications, while ensuring that these applications are complete and accurate, and adhere to CEQR policy, technical standards, and other planning considerations;
- Work closely with staff and CEQR applicants, under limited supervision of the Team Leader, Deputy Director and Director, to aid in the preparation and submission of CEQR applications to the Department;
- Coordinate inter- and intra- agency technical reviews and the review and preparation of draft and final Environmental Impact Statements; review and analyze CEQR applications; and prepare CEQR determinations and other letters and memos as needed;
- Communicate effectively with staff and other stakeholders, as needed;
- Efficiently review and analyze applications within the Division's portfolio, under limited supervision of the Team Leader, Deputy Director and Director; and
- Perform related tasks.

PREFERRED SKILLS:

- At least 2 years of experience in city planning, urban planning or transportation planning desired; environmental review experience considered a very strong plus.

MINIMUM REQUIREMENTS:

Authorization to work in the United States is required for this position. 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 three years of satisfactory full-time experience in city planning; or
2. A satisfactory combination of education and/or experience that is equivalent to "1" above. Graduate education in city planning, urban planning, urban design, architecture, landscape architecture, transportation engineering, public administration, economic development or related fields may be substituted for experience based on 30 graduate semester credits from an accredited college for one year of experience. However, all candidates must have a baccalaureate degree.

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: **442388**
3. Click on the job business title: **Associate Project Manager**
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: **442388**
 2. Click on the job business title: **Associate Project Manager**
 3. Click on "Apply Now" at the bottom of the posting
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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.