



## **POSITION AVAILABLE**

<b>Office Title:</b> Senior Planner, Real Estate & Economics	<b>Civil Service Title:</b> City Planner
<b>Level:</b> 2	<b>Salary Range:</b> \$73,294 - \$80,000
<b>Division / Work Unit:</b> Housing and Economic Development	<b>Number of Positions:</b> 1
<b>Job ID:</b> 460512	<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 and Economic Development 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 leads DCP's coordination with Business Improvement Districts.

#### **THE ROLE:**

Under supervision, the Senior Planner for Real Estate and Economics will:

- Lead studies and prepare reports of citywide issues and priority initiatives related to economic planning and real estate trends, including initiatives related to economic recovery of the City from the Covid pandemic;
- Track economic, real estate, and other data and conduct analysis to identify issues and trends and inform decision making;
- Manage the Department's work program for Business Improvement Districts (BIDs), including preparing applications to establish or amend BIDs and maintaining relationships with BID administrators and staff at the Department of Small Business Services;
- Liaise with agencies regarding economic development programs, initiatives, and projects;
- Support the achievement of economic and community development objectives within a wide range of agency activities, including neighborhood planning initiatives;
- Assist in the identification, negotiation, and resolution of issues affecting the success of studies and projects, including issues requiring interagency coordination;
- Represent the Department at meetings of public agencies, civic, business and community groups, and community boards;
- Create and organize graphic and written materials for presentation to a range of public and civic audiences.

#### **PREFERRED SKILLS:**

- Extensive familiarity with economic analysis and economic development principles, trends, and practices.
- Fundamental understanding of New York City real estate development and financing.
- Experience interpreting real estate pro formats and an understanding of the programmatic structure of tax incentives and regulations a plus;
- Strong quantitative and problem-solving skills, comfortable reading and interpreting economic and statistical data analysis for local area and Citywide projects, and skill working with data sets;
- Extensive knowledge of issues related to other planning topics, such as land use, transportation, infrastructure, and sustainability;
- Experience conducting studies, performing qualitative and quantitative analysis, writing reports, and preparing and delivering presentations to a variety of audiences;
- Strong written and verbal communication skills, and proficiency in a range of computer application skills, including ArcGIS and Microsoft Office;
- Demonstrated ability to work effectively in a team structure to complete tasks in a timely fashion under minimal supervision, monitor a work program, manage multiple projects simultaneously, and to complete tasks in a timely fashion under minimal supervision;
- Outstanding interpersonal skills, and an ability to work and build consensus in a complex, multi-disciplinary environment.

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#### **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 satisfactory full-time experience in city planning; or**

2. A satisfactory combination of education and 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.

#### Special Qualification Requirements

##### Assignment Level III

To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

##### Assignment Level IV

To be eligible for placement in Assignment Level IV, individuals must have, after meeting the minimum requirements, two additional years of professional experience as described in "2" above.

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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: **460512**
3. Click on the job business title: **SENIOR PLANNER, REAL ESTATE & ECONOMIST**
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: **460512**
2. Click on the job business title: **SENIOR PLANNER, REAL ESTATE & ECONOMIST**
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.**