**Office Title:** Office Manager  
**Civil Service Title:** Clerical Associate  
**Level:** 4  
**Salary Range:** $50,000 - $60,000  
**Division / Work Unit:** Bronx Borough Office  
**Number of Positions:** 1  
**Job ID:** 523049  
**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](http://www.nyc.gov/planning) to access the full listing of job opportunities and to learn more about our great agency.

**THE DIVISION:**

The Bronx has again reached its all-time population level, and by 2040, the borough is projected to grow by more than 200,000 residents, a 14% increase making it one of the fastest growing counties in New York State. The Bronx Office has a varied and dynamic work program focused on ensuring the borough has great neighborhoods, affordable housing, vibrant commercial and institutional centers, rich transit opportunities, and high-quality open...
space and waterfronts.

The Office is charged with the developing borough-wide and local plans, managing development projects subject to the Uniform Land Use Review Procedure (ULURP), providing input to agency policy, and communicating policies effectively to an audience that includes the City Planning Commission, elected officials, and local communities. The Bronx Office is responsible for a wide range of land-use planning, urban design, outreach, and policy implementation. The Office works in close consultation with the central divisions on borough-specific and city-wide issues.

THE ROLE:
The Bronx Borough Office seeks an Office Manager/Administrative Assistant (OM/AA) to support the overall smooth functioning of the office. The Bronx Office has 12-16 professional employees who work in teams, face regular deadlines, and interface with the public. Under supervision, perform moderately difficult secretarial and administrative work and other related general office duties, with latitude for independent judgment.

This position reports to the Director and Deputy Director of the Bronx Office but is responsible for general administrative support for the entire office and staff including, but not limited to, the following:

- Perform secretarial/administrative work, including timely scheduling of appointments and other general office work, including distribution of mail.
- Establish and maintain general office organization, equipment security, and vendor communications and services.
- Maintain and order office supplies and materials.
- Interface with headquarters divisions to ensure Bronx Office meets agency standards and operating procedures for office management.
- Respond to routine telephone calls; refers calls and visitors to appropriate staff.
- Maintain office correspondence and correspondence chronological file.
- Utilizing Microsoft Office, perform complex word processing assignments, involving independent performance of work, such as setting up and/or performing assignments which require the application of other than standard document or file formats, e.g., Acrobat PDF.
- May perform data entry functions and assist with record maintenance of land use and environmental review applications in agency’s Zoning Application Portal (ZAP).
- Review and correct typed material to ensure correct spelling, syllabification, punctuation, and proper format.
- Conduct limited research assignments to support office and Director/Deputy Director.
- Work on other tasks or projects as directed.

PREFERRED SKILLS:
- Proven experience as an Administrative Assistant handling all aspects of office management.
- Experience with office software, including Word, Excel, Office Outlook, Teams and Zoom
- Self-motivated and effective communications skills
- Attention to detail
- Demonstrated ability to perform complex assignments utilizing automated office systems.
- Proven ability to show discretion and work effectively with agency personnel and external professionals

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 four-year high school diploma or its educational equivalent approved by a State’s department of education or a recognized accrediting organization and one year of satisfactory clerical experience.

**Skills Requirement**
Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

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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: 523049
3. Click on the job business title: **Office Manager**
4. Click on “Apply Now” at the bottom of the posting

**Non-City Employees** – Please visit: [https://www1.nyc.gov/jobs/](https://www1.nyc.gov/jobs/) and follow the steps below:
1. Search for job ID number: 523049
2. Click on the job business title: **Office 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.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

**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.**