POSITION AVAILABLE

<table>
<thead>
<tr>
<th>Office Title: Assistant Borough Planner</th>
<th>Civil Service Title: City Planner</th>
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</thead>
<tbody>
<tr>
<td>Level: 1</td>
<td>Salary Range: $55,208 - $63,489</td>
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<tr>
<td>Division / Work Unit: Manhattan Division</td>
<td>Number of Positions: 1</td>
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<tr>
<td>Job ID: 528492</td>
<td>Hours / Shift: Mon – Fri (9am – 5pm)</td>
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<tr>
<td>Position Status: Full-Time / Permanent</td>
<td>Application Deadline: Until Filled</td>
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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:
Manhattan is home to over 1.6 million residents and serves as the economic engine of the regional economy with well over 2 million workers commuting to and within the borough daily. The landscape of Manhattan is highly varied and ranges from very high-density office and residential districts to low scale rowhouses, stretching the full 13.4 miles of the island. The borough includes the sources of some of the most iconic images of the global imagination – Times Square, Wall Street, Central Park, Harlem, the United...
Nations – as well as countless hidden gems around every corner. The Manhattan Borough Office, located in the Department of City Planning’s headquarters building in the heart of Manhattan’s Financial District, is responsible for developing borough-wide and local area plans, reviewing and processing ULURP and non-ULURP land use applications, and providing technical and policy guidance and direction on all land use and zoning related matters to the City Planning Commission, local Community Boards, elected officials and the public at large. The Manhattan Office emphasizes planning and urban design that create a more equitable city, with rich opportunities for and access to housing, employment, recreation, and transit. The approximately 20-person Office is comprised of professional planners working in teams arranged by community district as well as urban designers that work borough-wide across a wide range of projects.

RESPONSIBILITIES

The Manhattan Office seeks a talented planner to support and manage current and future land use applications and neighborhood planning initiatives throughout the borough. The planner will also work as part of a team of planners, led by a Planning Team Leader, focusing on projects located within the East Side of Manhattan.

The Borough’s East Side Team comprises three community districts along a roughly six-mile long portion of the island, spanning the Brooklyn Bridge to East 96th Street. The East Side is home to many of the iconic and densely populated urban neighborhoods that define the character of the city, including the East Village, Lower East Side, Chinatown, the United Nations, East Midtown and the Upper East Side. Together these neighborhoods house over 500,000 New Yorkers, as well as some of New York City’s leading job centers and medical institutions in the East Side Medical Corridor.

The position involves project management of land use applications as they move through the charter mandated land use review process, including cross-divisional coordination of projects and application of agency and administration policy. The position includes regular attendance at community board meetings, presentation of agency initiatives to the board and its committees, and regular communication with board leadership regarding projects in the land use review process as well as broader planning and land use issues. This position would also support the broader Manhattan division through direct project management of land use applications elsewhere in the borough where there are heavy project workloads.

The Manhattan division consistently manages between 100-150 active land use applications and requires a full complement of planning staff to ensure projects are advanced on reasonable timelines consistent with the agency’s Charter-mandated role in the land use approval process. The ideal candidate will have exceptional technical planning skills and a strong grasp of land use and public policy issues of primary importance to the department, including zoning, urban design, affordable housing, and economic development. The candidates should also have a positive attitude toward public service, as well as a desire to contribute to an engaging, team-based work environment.

Under Supervision of division management and a Team Leader, with latitude for independent judgment, the City Planner will perform work including – but not limited to – the following:

- Provide project management and other support for division’s neighborhood plans and private and agency/city land use applications.
- Review analyze site plans and development proposals to determine compliance with NYC zoning regulations and the City’s land use planning policies and make recommendations on applications submitted to the Department; review of both ULURP and non-ULURP development proposals.
- Plan organize and conduct zoning, land use and urban design studies, research data, analyze conditions, prepare maps and written reports for land use policy proposals.
- Develop and execute community engagement and outreach strategies to advance neighborhood planning efforts
- Organize and prepare graphic and written materials, and present to the City Planning Commission, department staff, community boards, elected officials and public agencies.
• Maintain a working knowledge of the NYC Zoning Resolution
• Represent the department at community boards and other meetings to gather information and convey the Department’s positions on neighborhood planning and design issues and proposals.
• Coordinate with other agency representatives on Department studies and projects.
• Perform other related tasks and projects.

PREFERRED SKILLS:
• Experience managing projects and studies; ability to lead meetings effectively and inclusively
• Proficiency with ArcGIS mapping and analysis is strongly preferred
• Knowledge of the functions and capabilities of specialized software including Adobe Creative Suite and SketchUp
• Excellent presentation and written communication skills; experience speaking publicly and making effective presentations
• Proven ability to complete tasks in a timely fashion under minimal supervision and manage multiple projects simultaneously
• Ability to work well in teams with a diverse mix of community stakeholders, staff, elected and appointed officials
• Ability to attend evening and weekend meetings.

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 in architecture from an accredited college and one (1) year of full-time experience in planning, design, research, investigations and/or studies related to urban design development programs; or

2. Education and/or experience equivalent to “1” above. However, a baccalaureate degree in architecture is required of all candidates. Graduate work leading to an advanced degree in architecture, urban design or city planning may be substituted for the one year of experience described above.

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: 528492
  3. Click on the job business title: Assistant Borough Planner
  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: 528492
  2. Click on the job business title: Assistant Borough Planner
  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 City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual’s sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.