Office Title: Junior Urban Designer  |  Civil Service Title: Assistant Urban Designer
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Level: 1 | Salary Range: $57,078 - $60,000
Division / Work Unit: Brooklyn Borough Office | Number of Positions: 1
Job ID: 531763 | 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 by 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 $1 billion Neighborhood Development Fund, geared toward ensuring 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 Brooklyn Office is made up of a team of city planners and urban designers who work on a wide variety of studies, rezoning’s, and developments, across a large and diverse borough. The Brooklyn Office coordinates the review of numerous private and publicly sponsored requests for land use and zoning changes and manages the Uniform Land Use Review Procedure (ULURP), including presentations to the City Planning Commission.
Commission and coordination with Community Boards. Brooklyn Office staff also work on a wide range of land use, zoning, urban design, and transportation issues in communities across the borough, and staff are the local experts on their communities, providing essential knowledge to policy makers, and appointed and elected officials. The Brooklyn Office offers a dynamic work environment, with exposure to and influence on the development of borough-wide plans, and provides planning expertise to the Office, City Planning Commission (CPC), elected officials, Community Boards other City Agencies and the public-at-large.

THE ROLE
The Brooklyn Office is seeking a Junior Urban Designer with strong drawing, design, and communication skills. The selected candidate will work with planners and urban designers to review, analyze, and make recommendations on applications submitted to DCP pursuant to the Uniform Land Use Review Procedure (ULURP) and City Environmental Quality Review (CEQR), undertake research and analysis for planning and urban design studies for individual sites, neighborhoods, and citywide initiatives, and provide policy and urban design guidance to DCP staff, the City Planning Commission, Community Boards, elected officials, other public agencies, and neighborhood residents and stakeholders.

Under close supervision, the candidate will:

- Manage, review, analyze, and make recommendations on applications submitted to the Department pursuant to the Uniform Land Use Review Procedure (ULURP) and coordinate this work with technical divisions of the Department, other City agencies, Community Boards, elected officials, and the public;
- Analyze site plans and development proposals to determine compliance with NYC zoning regulations, technical review standards, best-practices in urban design, and the City’s land use planning policies;
- Plan, organize and conduct zoning, land use, and urban design studies, research data, analyze conditions and trends, prepare technical and illustrative drawings, digital models and presentation materials, and write reports for land use policy proposals;
- Prepare conceptual designs, develop design criteria and design guidelines for large-scale planning efforts, and coordinate with agency staff and other city agencies;
- Develop and maintain a working knowledge of the city’s urban design and planning trends through research and field experience;
- Review, analyze and make urban design related recommendations on applications and projects submitted to the Department subject to the City’s Uniform Land Use Review Procedure (ULURP), the City Environmental Quality Review (CEQR) and other administrative procedures;
- Organize and prepare graphic and written materials, to inform the City Planning Commission, department staff, community boards, elected officials and public agencies;
- Maintain a working knowledge of the NYC Zoning Resolution;
- Perform other related projects and tasks as needed.

The selected candidate possess a combination of technical and land use planning skills, an ability to translate technical information into plain language and communicate complex policies, excellent project management skills, public presentation and facilitation experience, an interest in architecture, urban design, and community-based planning, have an affinity for public service, and wants to make New York City a more equitable, resilient, and livable place.

PREFERRED QUALIFICATIONS:

- Strong urban design capabilities with knowledge of physical design practices including site planning and programming, building layout, massing and architectural design. Knowledge of urban landscape and environmental design and familiarity with resiliency and sustainability measures and best practices;
- Strong research and analytical skills. Competence in free-hand sketches, computer-based drawings, 3D modeling, database and/or geographic information computer software;
- Demonstrated presentation and written communication skills; experience speaking publicly and making effective presentations;
• Collaborative and able to communicate across diverse perspectives and work well in a team setting. Curious, deliberate, and ability to self-manage capacity and take initiative, and is able to complete tasks in a timely fashion;
• Knowledge and understanding of NYC’s urban planning and land use issues, policies and needs, as well as best practice examples from around the world;
• Rhino, Grasshopper;
• Sketchup, AutoCAD;
• Adobe Creative Suite (AfterEffects preferred but not required);
• ArcGIS (preferred but not required).

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
1. Log in to ESS.
2. Search for job ID number: 531763
3. Click on the job business title: Junior Urban Designer
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: 531763
2. Click on the job business title: Junior Urban Designer
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 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.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.