Office Title: Assistant Borough Planner
Civil Service Title: City Planner
Level: 1
Salary Range: $55,208 - $61,000
Division / Work Unit: Brooklyn Borough Office
Number of Positions: 2
Job ID: 531773
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 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 an Assistant Borough Planner to manage projects and support planning and policy studies, undertake the review of development projects and applications, schedule and manage projects during DCP’s pre-certification process and the Uniform Land Use Review Procedure (ULURP), liaise with one or more of Brooklyn’s Community Boards and act as DCP’s point of contact for neighborhood stakeholders and community groups, assist with community outreach, data collection, and analysis associated with Agency-led studies, and manage the filing and management of applications and material submissions through the electronic filing system Zoning Application Portal (ZAP).

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’s Zoning Resolution, technical review standards, best-practices in urban design, and the City’s land use planning policies;
• Assist in the management of files, applications, and data associated with the e-filing system Zoning Application Portal (ZAP);
• Present land use and zoning proposals to the City Planning Commission, as well as Community Boards, neighborhood groups, and elected officials, and provide expert opinions and recommendations as needed;
• Develop technical documents and presentation materials including reports, maps, graphics, memos, and other forms of correspondence;
• Understand and respond to socioeconomic and development trends at the neighborhood, citywide, and regional scales;
• As part of a team, plan, organize, and support studies, including research and data analysis;
• 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:

• Excellent presentation and written communication skills, including experience with editing, technical writing, and developing presentations;
• Ability to collaborate and communicate with designers, planners, and technicians with different backgrounds and preferences, processes, and styles;
• Ability to work well in teams with a diverse mix of community stakeholders and elected officials, and can appreciate diverse skill sets and perspectives;
• Knowledge and understanding of broad urban design, economic development, real estate, and land use principles;
• Familiarity with New York City and/or Brooklyn urban planning and land use issues, neighborhoods, politics, and local organizations;
• Demonstrated ability to self-manage and capacity to take initiative, as well as superior project management skills, including the ability to complete tasks in a timely fashion; and
• Proficiency with Geographic Information Systems (GIS), Microsoft Excel, Adobe Creative Suite (Illustrator and Photoshop), and graphically displaying quantitative information.

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/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 on the basis of 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.

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: 531773
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: 531773
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.

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.