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
Staten Island is home to around ½ a million people, and is characterized by its unique geography, including the Serpentine Ridge that traverses much of the island, and natural features such as coastal wetlands and

<table>
<thead>
<tr>
<th>Office Title: Borough Planner</th>
<th>Civil Service Title: City Planner</th>
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</thead>
<tbody>
<tr>
<td>Level: 1</td>
<td>Salary Range: $60,000 - $70,000</td>
</tr>
<tr>
<td>Division/Work Unit: Staten Island Borough Office</td>
<td>Number of Positions: 1</td>
</tr>
<tr>
<td>Job ID: 531780</td>
<td>Hours/Shift: Monday – Friday (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.
large wooded areas. While the smallest of the five New York City boroughs, the planning issues facing the borough are like those facing other mid-sized cities throughout the country, including growth management, infrastructure, transportation, and affordable housing. The zoning for the borough is comprised of several distinct special districts, including three that, together, cover most of the island and place a large focus on the preservation of natural features.

Working closely with central divisions of the Department of City Planning, the Staten Island Office is responsible for the full range of borough planning activities, including: developing borough-wide and local plans with a focus on growth management, affordable housing, resiliency, natural resource preservation, and transit-oriented development; reviewing and processing land use applications; leading community outreach; planning for resiliency and climate change; 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 ROLE
The Staten Island Office seeks a talented planner to support and manage current and future land use applications and neighborhood planning initiatives throughout the borough. 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 attendance at community board meetings and presentation of agency initiatives to the board and its committees.

The ideal candidate will demonstrate strong skills and competency in technical planning, project management, and communication and an understanding of land use and public policy issues of primary importance to the department, including zoning, urban design, site plan review, transportation planning, resiliency, affordable housing and economic development. The candidate 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 management and supervisors, with latitude for independent judgment, the 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 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 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: **531780**
3. Click on the job business title: **Assistant Borough Planner – Staten Island Borough Office**
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: **531780**
2. Click on the job business title: **Assistant Borough Planner – Staten Island Borough Office**
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.