Office Title: Borough Planner
Civil Service Title: City Planner

Level: 1
Salary Range: $60,000 - $70,000

Division / Work Unit: Queens Borough Office
Number of Positions: 1

Job ID: 532842
Hours / Shift: Monday – Friday (9am – 5pm)

Position Status: Full-Time / Temporary
Application Deadline: Until Filled

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
Queens is home to more than 2.4 million residents, a historic peak population. Queens’ extensive ethnic diversity leads the city and the country. Its growth has been fueled in large measure by an influx of persons arriving from abroad with nearly half the population foreign born, and its residents speak over 160 languages. Some of the fastest-growing neighborhoods in New York City are located in Queens, with the past decade seeing significant housing growth in areas such as Long Island City and Flushing. The borough fosters the most diverse economy in the region, as a center for industry, manufacturing, freight and distribution, primarily centered around Western Queens and the airports.
The Queens Office is a dynamic work environment responsible for a wide range of planning and design activities, including developing borough-wide and local plans with a focus on affordable housing, resiliency, expanded economic opportunity, 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 borough’s recent growth is occurring within distinct neighborhood contexts, which vary widely across the borough. Currently, its efforts are focused on directing a range of new housing, economic recovery and equitable planning opportunities in to enliven and support the growth and vitality of Queens neighborhoods.

THE ROLE
The Queens Office of the Department of City Planning seeks a Borough Planner with a demonstrated background in affordable housing, economic development and community engagement to assist in the implementation of its robust work program focused in Western Queens, one of the busiest planning landscapes in NYC. The position is a unique opportunity to work closely with the Queens team, Department experts and interdivisional teams on planning efforts for significant growth while balancing the existing needs of our diverse borough. The candidate should possess strong communication and facilitation skills to reach a broad range of audiences; an ability to grasp complex policy and disseminate research and data practically; and a desire to contribute to and create an engaging teamwork environment.

Under supervision, with some latitude for independent judgment, the candidates may:

• Review and analyze 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;
• Research and analyze area land use, economic sector and transportation factors to identify trends and contribute to agency/city planning priorities;
• Support neighborhood planning studies and produce written technical reports and presentations;
• Assist in the management of the Queens Office’s application pipeline, including helping schedule and manage projects as part of the pre-certification process and ULURP;
• Assist in the management of files, applications, and data associated with the e-filing system Zoning Application Portal (ZAP) as well as distribution and management of hard-copy files as needed;
• 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;
• Provide information to the public and the City Planning Commission through speaking, writing, and graphics;
• Play an active role in developing and engaging in comprehensive public outreach campaigns for Queens Office or Department planning initiatives;
• Represent the Department and the City at meetings of civic, business and community groups, Community Boards, and public agencies;
• Develop and maintain a working knowledge of all on-going land use and zoning studies and community initiatives;
• Understand and respond to socioeconomic and development trends at the neighborhood, citywide, and regional scales;
• Areas of expertise may include urban development trends, real estate finance, and economic development and workforce strategies;
• Perform other related tasks and projects.
Preferred Skills:

• Excellent communication (oral and written) and interpersonal skills with proven ability to interact with a diverse range of individuals both in person and over the phone, applying tact and discretion as situations demand.
• Proficiency with ArcGIS mapping and analysis is strongly preferred.
• Proficiency with Adobe Creative Suite and other specialized design software.
• Must have excellent organizational, time management, and follow-up skills.

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: 532842
3. Click on the job business title: Queens Borough Planner
4. Click on “Apply Now” at the bottom of the posting

Non-City Employees – Please visit: https://www1.nyc.gov/jobs/ and follow the steps below:
1. Search for job ID number: 532842
2. Click on the job business title: Queens 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.