**Office Title:** Senior Zoning Specialist  
**Civil Service Title:** City Planner

| **Level:** | 2 | **Salary Range:** | $73,294 - $80,000 |
| **Division / Work Unit:** | Technical Review Division | **Number of Positions:** | 3 |
| **Job ID:** | 532897 | **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.

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**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 society 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 learn more about our great agency.

**THE DIVISION**
The Technical Review Division (TRD) supports the Department's mission and the City's goals by reviewing land use applications that facilitate the construction of millions of square feet of housing, commercial space, and open space per year. TRD ensures that land use applications provide complete and correct information to community boards, borough presidents, the City Council, and the general public. Interfacing with the
development community and planners across the Agency, Technical Review Planners develop and utilize in-depth expertise in zoning, design, plan review, land use process, and project management. The Division also maintains the official City Map and Zoning Map of New York City, which lays out the streets, parks, and zoning districts.

THE ROLE
TRD seeks an experienced architect or city planner familiar with New York City zoning processes and development environment to review and process zoning applications to the New York City Planning Commission. Each zoning specialist is responsible for managing 40-60 projects that facilitate development ranging from single-family homes to 1 million-square-foot towers across the city from Arrochar to Midtown to Williamsburg.

This role involves the following tasks:

• Perform complex zoning analyses on all manner of developments across the city including research into zoning and building code, property histories, legislative histories and other sources as necessary.
• Review land use applications to determine completeness accuracy, and other planning considerations
• Produce and review official Departmental documents including Notices, Sketchmaps, and City Planning Commission Reports.
• Provide technical assistance to developers, architectural and legal professionals, and community planners.
• Manage multiple project simultaneously in a fast paced environment, consistent with Department and City Hall priorities.
• Conduct meetings to resolve issues and recommend strategies.
• Perform related tasks

The selected candidate will become expert in the NYC zoning resolution and NYC land use approval process. They will also be exposed to many highly varied projects and work with planners across this and other City agencies in a highly collaborative environment.

PREFERRED QUALIFICATIONS:

• Strong interpersonal skills, including the ability to work effectively with different personalities and roles, a solution-oriented attitude, and an ability to support team members’ professional development.
• Experience in drafting or review of architectural drawings
• Experience with NYC zoning and land use processes.
• Strong written and verbal communication skills
• Attention to detail in research, analysis, and review of visual and written material
• Ability to monitor and coordinate multiple projects simultaneously, meet strict deadlines, and quickly respond to Departmental priorities.

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 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 based on 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: 532897
3. Click on the job business title: Senior Zoning Specialist
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: 532897
2. Click on the job business title: Senior Zoning Specialist
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.