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, rezonings, 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 POSITION:
The Department of City Planning is seeking to fill the position of Director of the Brooklyn Borough Office. As a key member of the agency’s executive management, the Director of the Brooklyn Office, along with the other borough directors, reports to the Executive Director, and works closely with the Chair of the City Planning Commission/Director of the Department. The Brooklyn Borough Office is responsible for the full range of planning activities, including formulating land use, zoning, housing and economic development strategies, street mapping and environmental recommendations for the City Planning Commission. The office also provides technical assistance and data for elected officials, public agencies, community boards, civic groups and citizens. The director is responsible for administration and management of the office.

Specifically, the Director will:
Under executive direction, with great latitude for the exercise of independent judgment and decision making, the borough director manages the office to fulfill the department’s missions in Brooklyn: land use planning and review, housing and economic development, community and citywide plan and policy formulation, environmental impact and information dissemination. In addition, the director identifies key issues and opportunities affecting borough development and formulates plans, programs and policies to address them. Specifically, the director will:

• Advise the Chair and Commission on all planning and land use policies affecting the borough;
• Oversee major Brooklyn projects, and work collaboratively as part of multi-agency project teams to advance neighborhood planning, economic development and housing goals;
• Manage and allocate staff and projects to ensure that critical deadlines and strategic planning goals are met.
• Develop, recommend and implement the Brooklyn Borough Office work program;
• Represent the Department and Chair at public forums to communicate city policies;
• Coordinate land use policies with public and private sector organizations;
• Communicate policies to a wide range of groups and elected officials;
• Supervise the preparation of reports, studies and technical correspondence on land use, zoning and community matters;
• Interview, select, train and evaluate the work of the office staff; and
• Perform related tasks.

PREFERRED QUALIFICATIONS:
• Working knowledge of the Department, the NYC Zoning Resolution and the City’s land use and environmental review procedures;
• Knowledge of Brooklyn land use, development issues, planning theory, and practice;
• Extensive knowledge of operation, policies and practices of governmental agencies;
• Demonstrated ability to negotiate sensitive and complex technical planning issues with other agencies, developers, community groups and elected officials;
• Proven ability to apply independent judgment in highly complex policy and technical matters;
• Demonstrated ability to design, develop and implement a work program and to initiate and complete specific tasks in a timely fashion and with a minimum of direct supervision;
• Excellent organizational skills, especially the ability to work well with others in a multi-disciplined forum and to resolve issues through consensus building;
• Strong written and verbal communication and presentation skills;
• Demonstrated public speaking skills;
• Strong executive capabilities in expediting projects, including in developing work programs and project teams to advance Administration priorities.
• Strong proven organizational, management and analytical skills, and
• Minimum 5 years’ experience supervising professionals in a strategic function.
**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 and four (4) years of full-time experience in city planning, at least eighteen (18) months of which must have been in a managerial capacity; or

2. Education and/or experience which is equivalent to "1" above. However, a baccalaureate degree and eighteen (18) months of managerial experience in city planning is required of all candidates. Graduate work leading to an advance degree in city planning or related field may be substituted for up to two (2) years of the non-managerial experience on a year-for-year basis. Graduation from an accredited United States Law School may be substituted for two (2) years of non-managerial experience.

**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: 533503
3. Click on the job business title: Director of Brooklyn Borough Office
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: 533503
2. Click on the job business title: Director of Brooklyn 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.