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
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 agency is seeking to fill the position of Director of the Staten Island Borough Office. As a key member of the agency’s executive management, the Director of the Staten Island 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 director is responsible for administration and management of the office in carrying out the agency’s work plans.

Under executive direction, with the greatest latitude for the exercise of independent judgment and decision making, the Director manages the office to fulfill the department’s missions in Staten Island: 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:

- Lead and manage the 10+ staff in the Department’s Staten Island Borough Office
- Advise the Chair, City Planning Commission and City Hall on all land use policies and issues affecting Staten Island
- Develop and implement the Borough Office work program, including recommending and formulating planning studies, establish priorities and deadlines, and manage work assignments to ensure that strategic planning goals are met
- Interview, select, train, motivate, supervise and evaluate the work of the office professional and administrative staff and support on-going staff development efforts
- Manage Department initiatives, and oversee major Staten Island projects through the land use and environmental review process
- Contribute to borough and agency planning and urban design studies, and coordinate this work with other divisions of the Department, other city agencies, community boards, elected officials and the public
- Oversee the technical review of all special zoning district non-ULURP applications; ensure their timely review and maintain consistent standards; coordinate across agency divisions to respond to concerns of applicants, DOB, Industry representatives, and elected officials; and support efforts to streamline the agency’s operations.
- Negotiate sensitive technical and land use policy issues with other agencies, developers, community groups, industry groups and elected officials. Use independent judgment in highly complex technical and policy matters.
- Manage the bi-weekly all-agency Joint Review of proposed Staten Island developments.
- Represent the Department and Chair at meetings with elected officials, civic, business and community groups, community boards and public agencies to communicate City Policy and maintain working relationships
- Represent the Department and Chair at public forums to communicate city policies;
• Perform other related tasks.

PREFERRED SKILLS
• Working knowledge of the Department, the NYC Zoning Resolution and the City’s land use and environmental review procedures
• Extensive knowledge of operation, policies and practices of governmental agencies
• Knowledge of Staten Island’s land use, development issues, planning theory, and practice
• 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, and
• Strong written and verbal communication and presentation skills
• Demonstrated public speaking 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 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: 534383
3. Click on the job business title: Director of 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/ and follow the steps below:
1. Search for job ID number: 534383
2. Click on the job business title: Director of 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.