**Office Title:** Zoning Planner  
**Civil Service Title:** City Planner  
**Level:** 1  
**Salary Range:** $60,000 - $70,000  
**Division / Work Unit:** Zoning Division  
**Number of Positions:** 1  
**Job ID:** 534389  
**Hours / Shift:** Monday – Friday (9am -5pm)  
**Position Status:** Full-Time / Permanent  
**Application Deadline:** Until filled

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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 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.

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**THE DIVISION:**

The Zoning Division is responsible for a wide range of zoning and urban design studies and projects, including formulating city-wide and local area studies and projects leading to applications for zoning text amendments, assessing the design implications of zoning text amendments, and providing technical assistance to the
Department, the City Planning Commission, other city agencies and the general public.

THE ROLE:
The Zoning Division is seeking a City Planner to support its work in developing the agency’s Zoning for Economic Opportunity proposal. This proposal is part of the Mayor’s Blueprint for Economic Recovery and aims to grow jobs and small businesses with more flexible zoning by enabling the construction of flexible “modern loft” space that can be used by a range of industries, simplifying rules to make them navigable for small business, and eliminating obsolete distinctions in zoning. The candidate should possess strong research and analysis skills, an ability to communicate complex subject matters, and good technical writing skills. Familiarity with the Zoning Resolution and economic development best practices is preferred.

Under supervision, with latitude for independent judgment, the City Planner will:

- Develop a high degree of knowledge of the Zoning Resolution through research and project experience;
- Plan, organize and conduct studies, including research analysis, and prepare written, graphic and oral presentations;
- Draft zoning language for text amendments;
- Review applications for zoning text amendments;
- Support the management of text amendment projects and planning studies and coordinate this work with other divisions of the Department, other city agencies, Borough President’s offices, the City Council and the public;
- Make presentations to other Department staff, the City Planning Commission, Borough Presidents and City Council;
- Provide technical assistance to applicants for zoning actions and to the public for information;
- Represent the department at meetings of civic, business and community groups, and public agencies; and perform other related tasks.

PREFERRED SKILLS
- Excellent writing skills.
- Strong presentation and communication skills.
- Strong research, analytical and organizational skills.
- Good interpersonal skills and an ability to work effectively with other planners, divisions, city agencies, elected officials and applicants.
- Ability to work independently and to complete assignments in a timely fashion.
- Familiarity with the city’s land use review process and procedures.
- Familiarity with zoning practices.
- Competence in GIS software and graphics programs.
- Ability to read architectural drawings and conceptualize spaces from two-dimensional plans.

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: 534389
3. Click on the job business title: Zoning 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: 534389
2. Click on the job business title: Zoning 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.