**Office Title:** Zoning Urban Designer  
**Civil Service Title:** Assistant Urban Designer  
**Salary Range:** $60,000 - $65,000  
**Division / Work Unit:** Zoning Division  
**Number of Positions:** 1  
**Job ID:** 534408  
**Hours / Shift:** Monday – Friday (9am - 5pm)  
**Position Status:** Full-Time / Permanent  
**Application Deadline:** Until filled

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**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 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 Neighborhood Development Fund, geared toward ensuring that 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](http://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 an Urban Designer 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 excellent technical design and planning skills, strong research and analysis skills, an ability to visually communicate complex subject matters, and good technical writing skills. Familiarity with the Zoning Resolution and current best practices for commercial and manufacturing building design is preferred.

Under supervision, with latitude for independent judgment, the Urban Designer 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

• Strong urban design capabilities with knowledge of physical design practices including site planning and programming, building layout, zoning calculations, massing and architectural design.
• Knowledge of New York City’s general urban planning/design and land use issues, policies and needs, as well as best practice examples from around the world.
• Strong research and analytical skills.
• Proficiency in computer-based drawings, 3D modeling, database and/or geographic information computer software, such as: Rhino, SketchUp, AutoCAD, Adobe Creative Suite, and ArcGIS.
• Demonstrated ability to communicate technical details, both graphically and in writing.
• Experience speaking publicly and making effective presentations.
• Demonstrated ability to collaborate and communicate in a team setting.
• Demonstrated ability to self-manage and capacity to take initiative, and to complete tasks in a timely fashion.

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 in architecture from an accredited college and one (1) year of full-time experience in planning, design, research, investigations and/or studies related to urban design development
programs; or

2. Education and/or experience equivalent to "1" above. However, a baccalaureate degree in architecture is required of all candidates. Graduate work leading to an advanced degree in architecture, urban design or city planning may be substituted for the one year of experience described 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: 534408
3. Click on the job business title: Zoning Urban Designer
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: 534408
2. Click on the job business title: Zoning Urban Designer
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.