**POSITION AVAILABLE**

<table>
<thead>
<tr>
<th>Office Title: POPS Program Planner</th>
<th>Civil Service Title: City Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level: 1</td>
<td>Salary Range: $57,000 - $70,000</td>
</tr>
<tr>
<td>Division / Work Unit: Manhattan Borough Office</td>
<td>Number of Positions: 1</td>
</tr>
<tr>
<td>Job ID: 534973</td>
<td>Hours / Shift: Mon – Fri (9am – 5pm)</td>
</tr>
<tr>
<td>Position Status: Full-Time / Permanent</td>
<td>Application Deadline: Until Filled</td>
</tr>
</tbody>
</table>

**DISCLAIMER:** The NYC Department of City Planning does not offer Sponsorship, of any kind, for any type of employment opportunity.

**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.

**THE DIVISION:**
Manhattan is home to over 1.6 million residents and serves as the economic engine of the regional economy with well over 2 million workers commuting to and within the borough daily. The landscape of Manhattan is highly varied and ranges from very high-density office and residential districts to low-scale rowhouses, stretching the full 13.4 miles of the island. The borough includes the sources of some of the most iconic images of the global imagination – Times Square, Wall Street, Central Park, Harlem, the United Nations – as well as countless hidden gems around every corner. The Manhattan Borough Office, located in the Department of City Planning’s headquarters building in the heart of Manhattan’s Financial District, is
responsible for developing borough-wide and local area plans, reviewing and processing ULURP and non-ULURP land use applications, 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 Manhattan Office emphasizes planning and urban design that create a more equitable city, with rich opportunities for and access to housing, employment, recreation, and transit. The approximately 20-person Office is comprised of professional planners working in teams arranged by community district as well as urban designers that work borough-wide across a wide range of projects.

THE ROLE:
The Manhattan Office is seeking a talented professional with experience in architecture, landscape architecture, or urban design to serve as a Program Planner for the agency’s Privately Owned Public Spaces (POPS) Program.

New York City is home to nearly 600 privately owned public spaces, which range from iconic public plazas to neighborhood pocket parks, indoor pedestrian spaces, and modest sidewalk widenings. These POPS provide critical public open space amenities in New York City’s highest density commercial and residential districts and are generally reviewed and approved by the Department of City Planning and monitored for ongoing compliance by the Department of Buildings. The role is based in the Manhattan Office, given the clear majority of POPS are located in Manhattan, but will involve POPS across all boroughs. To learn more about POPS, please visit the DCP website: http://www.nyc.gov/POPS.

The ideal candidate is familiar with New York City processes and development environment, is detail-oriented, and possesses strong technical and communication skills; an interest in strategy and process improvements; design sensibility; and a desire to contribute to an engaging work environment in a role that shapes the growth and development of the city. The candidate should also have a positive attitude toward community service, as well as a desire to contribute to an engaging, team-based work environment.

Under supervision of the POPS Program Manager, with some latitude for independent judgment, the Program Specialist will perform the following tasks:

- Develop a deep and comprehensive knowledge of POPS zoning, regulations, history, processes, and agency technical practices.
- Review POPS-related land use applications and requests to determine compliance with technical POPS standards in the Zoning Resolution, completeness, accuracy, and other planning considerations. Applications include complex drawings, maps, and written narratives.
- Manage multiple projects simultaneously in a fast-paced environment, consistent with Department priorities.
- Provide technical assistance to developers, design and legal professionals, and planners, facilitating the provision of accurate and timely information to the public.
- Participate in project meetings, both internal and with applicants, and communicate feedback and guidance.
- Assist in the reform and updating of POPS Program’s procedures and processes related to application review.
- Conduct meetings to resolve issues and develop recommendations and strategies.
- Research zoning and building code, property histories, legislative histories and other sources necessary for review of land use applications, preparation of sketch maps, and updating of the NYC Zoning Resolution.
- Review City Planning Commission Reports for technical accuracy and produce official records of Commission approvals and land use applications for distribution to Community Boards, Borough Presidents, and the New York City Council.
- Conduct site visits and field work in POPS citywide as needed.
- Organize, maintain, and improve POPS files, including project records, plans and drawings, and
digital assets.
- Perform other related tasks and projects

PREFERRED SKILLS:
- Knowledge of streetscape and open space design standards and best practices, particularly in New York City and/or dense urban environments.
- Experience in drafting or review of landscape architectural or architectural drawings.
- Proven ability to complete tasks in a timely fashion under minimal supervision and manage multiple projects simultaneously.
- Strong written and verbal communication skills.
- Attention to detail in research, analysis, and review of visual and written materials.
- Strong interpersonal skills, the ability to work effectively with different personalities and roles, and a solution-oriented attitude.
- Ability to work in a collaborative, team environment.
- Competence in Adobe Creative Suite, AutoCAD, and 3D modeling programs.
- Ability to organize and lead meetings effectively and inclusively.
- Strong research, analytical and organizational 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 two years of experience in community work or community centered activities in an area related to the duties described above; or

2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or

3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

TO APPLY: All applications must be submitted through the NYC Careers / ESS Website
City Employees – Click here to apply directly
   1. Log in to ESS.
   2. Search for job ID number: 534973
   3. Click on the job business title: POPS Program Planner
   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: 534973
   2. Click on the job business title: POPS Program 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.
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 DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.