**Office Title:** Associate Planner  
**Civil Service Title:** City Planner  
**Level:** 1  
**Salary Range:** $65,208 - $74,000  
**Division / Work Unit:** Bronx Borough Office  
**Number of Positions:** 1  
**Job ID:** 535050  
**Hours / Shift:** Monday – Friday (9am -5pm) (evening and weekend work required on occasion)  
**Position Status:** Full-Time / (2 years)  
**Application Deadline:** Until Filled

**DISCLAIMER:**  
TEMPORARY POSITION FUNDED UNTIL JUNE 30, 2024  
The NYC Department of City Planning does not offer Sponsorship, of any kind, for any type of employment opportunity.

**MUST BE SERVING PERMANENTLY IN THE TITLE OF CITY PLANNER OR REACHABLE ON THE CITY PLANNER CIVIL SERVICE LIST EXAM 1112**

**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:**
The Bronx has again reached its all-time population level, and by 2040, the borough is projected to grow by more than 200,000 residents. The Bronx Office has a diverse and dynamic work program focused on ensuring the borough has great neighborhoods, affordable housing, vibrant commercial and institutional centers, rich transit opportunities, and high-quality open space and waterfronts.

The Office is charged with the developing borough-wide and local plans, managing development projects subject to the Uniform Land Use Review Procedure (ULURP), providing input to agency policy, and communicating policies effectively to an audience that includes the, City Planning Commission, elected officials, and local communities. The Bronx Office is responsible for a wide range of land-use planning, urban design, outreach and policy implementation. The Office works in close consultation with the central divisions on borough-specific and city-wide issues.

THE CROSS BRONX EXPRESSWAY STUDY

The Cross Bronx Expressway Study (CBX) is a federally funded intergovernmental effort of DCP, NYC Department of Transportation, New York State Department of Transportation, and NYC Department of Health and Mental Hygiene. Through the CBX study, the planning team seeks to reconnect communities and find ways to lessen public health impacts of the Expressway. The planning team will partner with local communities to improve quality of life for residents, create new public open space, improve safety on local streets and along the corridor, more sustainably manage Cross Bronx traffic, and more. The planning team also expects to engage consultants to support its efforts.

The planning team expects to begin working with local community organizations and Bronx residents in the fall of 2022. We will review past transportation and health studies and hear from community members about their priorities and needs. We expect that the study will result in a plan to connect communities and address public health issues by 2024.

THE ROLE

The Bronx Borough Office of the Department of City Planning seeks a Borough Planner with a demonstrated background in community engagement to assist in the implementation of its robust work program. The Borough Planner position will work primarily on the CBX Study as part of the planning team; therefore, the position is a grant-funded temporary post (two years with possibility of extension dependent upon funding).

We are seeking a candidate with a planning background who has or can develop strong local relationships and oversee communications to support the Cross Bronx Expressway study. The candidate should possess strong communication and facilitation skills to reach a broad range of audiences; an ability to grasp complex policy and disseminate research and data practically; and a desire to contribute to and create an engaging teamwork environment. The candidate will work closely with the CBX Planning Team lead and Bronx management to fulfill all tasks including:

- Cultivate and maintain strong community connections and develop a deep understanding of neighborhood dynamics
- Work with consultants and planning partners to develop and maintain outreach and engagement plans including public messaging and event advertising
- Work with local community organizations and consultants as they organize and deliver public engagement activities
- Create materials and engage public in conversations related to CBX study findings and outcomes, and community and agency priorities
- Support consensus-building across a broad range of audiences
• Contribute to and initiate internal policy discussions
• Effectively communicate to Bronx leadership, participate in regular check-ins, and use discretion to elevate and troubleshoot issues
• Serve as Department liaison to one or more Bronx community boards
• Review, analyze, and make recommendations on applications submitted to the Department pursuant to the Uniform Land Use Review Procedure (ULURP) and coordinate this work with technical divisions of the department, other City agencies, community boards, elected officials, and the public

PREFERRED QUALIFICATIONS:

• Excellent communication (oral and written) and interpersonal skills with proven ability to interact with a diverse range of individuals both in person and over the phone, applying tact and discretion as situations demand
• Experience leading meetings and facilitating outreach events effectively and inclusively
• Demonstrated ability to self-manage, as well as project management skills, including the ability to complete tasks in a timely fashion with minimal supervision
• Ability to develop technical documents and presentation materials including reports, maps, graphics, memos, and other forms of correspondence
• Experience in the creation of outreach messages, community education materials, and public engagement content for diverse digital platforms is highly desired
• Critical thinking about data, policy and research for practical implementation
• Must have excellent organizational, time management, and follow-up 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 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: **535050**
3. Click on the job business title: **Associate Planner**
4. Click on “Apply Now” at the bottom of the posting

**Non-City Employees** – Please visit: [https://www1.nyc.gov/jobs/](https://www1.nyc.gov/jobs/) and follow the steps below:
1. Search for job ID number: **535050**
2. Click on the job business title: **Associate 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](http://nyc.gov/studentloans).