### Office Title: Mapping & Spatial Records Specialist  
**Civil Service Title:** City Planner  
**Level:** 2  
**Salary Range:** $65,208 - $95,993  
**Division / Work Unit:** Technical Review Division  
**Number of Positions:** 1  
**Job ID:** 542416  
**Hours / Shift:** Monday – Friday (9am – 5pm)  
**Position Status:** Full-Time / Permanent  
**Application Deadline:** Until Filled

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

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

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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 society 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 learn more about our great agency.

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**THE DIVISION**  
The Technical Review Division (TRD) supports the Department's mission and the City’s goals by reviewing land use applications that facilitate the construction of millions of square feet of housing, commercial space, and
open space per year. The Division also maintains the official City Map and Zoning Map of New York City, which lays out the streets, parks, and zoning districts. Upgrading these official maps from century-old paper-based legacy systems to state-of-the-art GIS systems is a core part of the Adams Administration’s goals for Getting Things Done by making government more efficient.

THE ROLE
This position will serve on the Mapping and Spatial Records Team, reporting to a Team Leader. The Specialist will:

- Assist in the conversion of the Zoning Map and City Map of the City of New York from sectioned paper format to a seamless citywide digital format using ArcGIS.
- Update the Zoning Map and digital coverages of the City Map following approved rezoning’s and City Map amendments.
- Update and maintain GIS data sets representing the Zoning Map and City Map that are used by city agencies and distributed to the public.
- Prepare sketch maps for proposed zoning and city map changes. Sketch maps graphically describe proposed changes and are distributed to community boards, borough presidents, the City Planning Commission and the City Council.
- Assist in processing land use applications for zoning map changes and special development approvals.
- Other tasks as assigned.

PREFERRED QUALIFICATIONS:

- Extensive experience with ArcGIS and/or AutoCAD or similar experience that will support fast, deep learning of those programs.
- Strong written and verbal communication skills
- Ability to monitor and coordinate multiple projects simultaneously, meet strict deadlines and quickly respond to Departmental priorities.
- Strong attention to detail in research, analysis, and review of written materials and plans
- Strong interpersonal skills and the ability to work effectively with different personalities and roles.
- Experience in review or drafting of architectural drawings and plans is a plus.
- Experience with zoning and land use processes is a plus.

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 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 based on 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: 542416
3. Click on the job business title: Mapping & Spatial Records Specialist
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: 542416
2. Click on the job business title: Mapping & Spatial Records Specialist
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.