**POSITION AVAILABLE**

<table>
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<tr>
<th>Office Title: Deputy Director of Urban Design</th>
<th>Civil Service Title: Administrative City Planner</th>
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<tbody>
<tr>
<td>Level: M4</td>
<td>Salary Range: $95,000 - $115,000</td>
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<tr>
<td>Division / Work Unit: Urban Design Division</td>
<td>Number of Positions: 1</td>
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<tr>
<td>Job ID: 543124</td>
<td>Hours / Shift: Mon – Fri (9am – 5pm)</td>
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<tr>
<td>Position Status: Full-Time / Permanent</td>
<td>Application Deadline: Until Filled</td>
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**DISCLAIMER:** 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 ADMINISTRATIVE CITY PLANNER CIVIL SERVICE LIST EXAM 8058**

**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 to citywide. DCP also share 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 to access the full listing of job opportunities and to learn more about our great agency.
THE DIVISION:
In New York City, good urban design principles are an essential component in the creation of the City’s zoning regulations as well as the review process for new developments seeking city approvals. The urban designers at the Department of City Planning (DCP) offer guidance and incorporate urban design best practices in all aspects of planning, to ensure that every new building, street, and public space positively contributes to their surrounding communities.

The Urban Design Office draws from expertise in architecture, landscape architecture and urban design across a range of projects in a variety of capacities. Within a dynamic work environment, the UD Office leads the development of city planning policy to support excellence in urban design through citywide initiatives and neighborhood studies, design guidance, development of design tools and resources, built environment research and civic engagement. The UD Office provides urban design expertise to the agency, the City Planning Commission (CPC), elected officials, community boards, other city agencies and the public-at-large. Visit our webpage at www.nyc.gov/urbandesign to learn more about our work.

THE ROLE:
The department is currently seeking a senior design professional with a proven track record of high-level professional achievement to assist the Director/Chief Urban Designer in conducting and managing a wide variety of high-profile urban design studies and projects throughout the city.

Working closely with the Director/Chief Urban Designer, the Deputy Director will:

- Review and critique detailed project, neighborhood, and area design plans submitted to the agency;
- Initiate and identify opportunities for urban design practices and processes that enhance the work completed by the department and the agency. Work closely with other divisions and city agencies to promote design excellence in all city-led initiatives and projects in all five boroughs;
- Conduct and manage urban design studies including building form and public space design guidelines, and large-scale site plan development and project review;
- Guide the development of innovative plans for large-scale commercial, residential and mixed-use developments, including establishing criteria and design guidelines for pedestrian, roadway and bicycle improvements, including general streetscape, public art, signage, and lighting programs;
- Engage in research on urban design considering future needs and anticipated developments. Manage the preparation of conceptual design, conduct design development and coordinate with other involved agencies;
- Utilize a variety of skills and tools to effectively communicate, both visually and verbally. Create hand drawings, physical models, digital models, narrative text, data spreadsheets, and animation to translate analyses, critiques and design concepts into effective communication material;
- Carry out the administrative tasks necessary for the functioning of the division, including the preparation of work program, evaluation of staff performance, interview and evaluation of candidates for job openings, etc;
- Manage and foster teamwork and communication among staff in the department;
- Maintain strong interpersonal skills and the ability to manage a team structure to arrive at consensus and resolve difficult and sensitive issues;
- Represents the agency at public and other meetings to present criteria, guidelines, study findings, design proposals, and project implementation briefings;
- Prepare reports and recommendations on major urban design projects.
- In the Director’s absence, assume requisite responsibilities, and perform related tasks.
PREFERRED SKILLS

- A baccalaureate degree in architecture or landscape architecture, is required for this position
- Minimum four years of full-time experience in planning, architecture, or landscape design with an emphasis on urban design and physical planning required; Graduate work leading to an advanced degree in architecture, landscape architecture or urban design may be substituted for two years of non-supervisory experience described above;
- Minimum 18-months in a supervisory, administrative, or consultative capacity required
- Strong urban design capabilities with extensive knowledge of the physical design and planning practices at DCP in addition to best practices from around the world;
- Excellent drawing (both by hand and by computer), presentation and written communication skills;
- Competence in computer-based drawing, graphics and other related software programs.
- Extensive high-level experience in streetscape design
- Advanced knowledge of NYC zoning, planning, and department processes
- Ability to supervise, lead and motivate professional staff;
- Ability to promote the City's urban design program with public officials, developers and the public through community coordination and outreach
- Ability to navigate practical considerations for individual projects while sustaining a focus on big-picture goals and sound design principles

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 four (4) years of full-time experience in city planning, at least eighteen (18) months of which must have been in a managerial capacity; or

2. Education and/or experience which is equivalent to "1" above. However, a baccalaureate degree and eighteen (18) months of managerial experience in city planning is required of all candidates. Graduate work leading to an advance degree in city planning or related field may be substituted for up to two (2) years of the non-managerial experience on a year-for-year basis. Graduation from an accredited United States Law School may be substituted for two (2) years of non-managerial experience.

TO APPLY: All applications must be submitted through the NYC Careers / ESS Website

City Employees – Click here to apply directly
- Log in to ESS.
- Search for job ID number: 543124
- Click on the job business title: Deputy Director of Urban Design
- 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:
- Search for job ID number: 543124
- Click on the job business title: Deputy Director of Urban Design
- 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.