MUST BE SERVING PERMANENTLY IN THE TITLE OF CLERICAL ASSOCIATE OR REACHABLE ON THE CLERICAL ASSOCIATE CIVIL SERVICE LIST

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 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 $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 to learn more about our great agency.

<table>
<thead>
<tr>
<th>Office Title: Office Manager</th>
<th>Civil Service Title: Clerical Associate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level: 1</td>
<td>Salary Range: $50,000 - $60,000</td>
</tr>
<tr>
<td>Division/Work Unit: Staten Island Borough Office</td>
<td>Number of Positions: 1</td>
</tr>
<tr>
<td>Job ID: 544462</td>
<td>Hours/Shift: Monday – Friday (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.
THE DIVISION
Staten Island is home to around ½ a million people, and is characterized by its unique geography, including the Serpentine Ridge that traverses much of the island, and natural features such as coastal wetlands and large wooded areas. While the smallest of the five New York City boroughs, the planning issues facing the borough are like those facing other mid-sized cities throughout the country, including growth management, infrastructure, transportation, and affordable housing. The zoning for the borough is comprised of several distinct special districts, including three that, together, cover most of the island and place a large focus on the preservation of natural features.

Working closely with central divisions of the Department of City Planning, the Staten Island Office is responsible for the full range of borough planning activities, including: developing borough-wide and local plans with a focus on growth management, affordable housing, resiliency, natural resource preservation, and transit-oriented development; reviewing and processing land use applications; leading community outreach; planning for resiliency and climate change; 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 ROLE
The Staten Island Borough Office seeks an Office Manager/Administrative Assistant (OM/AA) to support the day-to-day functions of the office. The Staten Island Office has 8-12 professional employees who work in teams, face regular deadlines, frequently participate in inter-divisional and external meetings, and interface with the public. The position involves performing secretarial and administrative work and other related general office duties, including interacting with DCP’s Zoning Application Portal to ensure clear and accurate record keeping and assist with administrative processing of land use applications.

The ideal candidate will demonstrate strong organizational, communication (verbal and written), and interpersonal skills. The candidate should also have a positive attitude toward public service, as well as a desire to contribute to an engaging, team-based work environment.

Under supervision of the Director and Deputy Director, with latitude for independent judgment, the OM/AA will perform work including – but not limited to – the following:

- Perform secretarial/administrative work, including timely scheduling of appointments, respond to routine telephone calls and visitors, and provide simple zoning guidance to public inquiries or referring the inquires to appropriate staff.
- Assist with administrative processing for land use applications, including reviewing forms and drafting letters.
- Establish and maintain general office organization, equipment security, and vendor communications and services.
- Maintain inventory and order office supplies and materials.
- Interface with DCP divisions, public agencies, and external stakeholders.
- Utilize Microsoft Office for completing tasks, including scheduling meetings, preparing letters and other correspondence, and organizing office information in electronic files.
- Perform data entry functions and assist with record maintenance and monitoring of project records in agency’s project management system—Zoning Application Portal (ZAP).
- Perform background research for Freedom of Information Law (FOIL requests) and ad hoc inquiries.
- Work on other tasks or projects as directed.
PREFERRED SKILLS:
• Proven experience as an Administrative Assistant handling all aspects of office management.
• Experience with office software, including Microsoft Office (Word, Excel, Outlook, and Teams).
• Self-motivated and effective communications skills
• Attention to detail
• Demonstrated ability to manage several tasks simultaneously
• Proven ability to show discretion and work effectively with agency personnel and external professionals

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 four-year high school diploma or its educational equivalent approved by a State’s department of education or a recognized accrediting organization and one year of satisfactory clerical experience.

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:
3. Click on the job business title: Office Manager – Staten Island Borough Office
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:
2. Click on the job business title: Office Manager – Staten Island Borough Office
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.