**Office Title:** Associate Engagement Specialist  
**Civil Service Title:** City Planner

<table>
<thead>
<tr>
<th>Feature</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>Level:</strong></td>
<td>3</td>
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<tr>
<td><strong>Salary Range:</strong></td>
<td>$73,294 - $85,000</td>
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<tr>
<td><strong>Division / Work Unit:</strong></td>
<td>Community Planning and Engagement</td>
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<tr>
<td><strong>Number of Positions:</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Job ID:</strong></td>
<td>546689</td>
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<tr>
<td><strong>Hours / Shift:</strong></td>
<td>Monday – Friday (9am -5pm)</td>
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<tr>
<td><strong>Position Status:</strong></td>
<td>Full-Time</td>
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<tr>
<td><strong>Application Deadline:</strong></td>
<td>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 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 Community Planning and Engagement Team serves as the center for DCP’s coordinated community planning work and, through the newly established Civic Engagement Studio, a think tank for advancing and expanding increasingly inclusive civic engagement practices and policies. The Team is charged with ensuring a complete and coordinated internal decision-making process for all major initiatives through inter-divisional discussion and leading the Civic Engagement Studio.

**CIVIC ENGAGEMENT STUDIO**

A first-of-its-kind public engagement program, the Civic Engagement Studio is guided by these fundamental principles: advancing diversity, equity and inclusion in city planning, creating continuous innovation in our outreach efforts and, most importantly, making sure that New Yorkers are always at the center of our planning work. The Studio will facilitate forward-thinking public engagement practices and strategies to improve our work with communities. The Studio will serve as a coaching and mentoring program for planners and other community-facing staff to help renew DCP’s outreach efforts and techniques.

The Studio provides DCP with the opportunity to:

- Leverage and expand staff expertise, knowledge and skills for improving and expanding our engagement practices;
- Support planners’ interest in diversifying their skills and contributions, increasing opportunities for peer-to-peer exchange and leadership and professional development;
- Provide opportunities for all staff to contribute to agency approach in engaging with communities; and
- Build a coalition of engagement leaders (NYC & outside practitioners) for greater collaboration and resource-sharing

The Studio’s key objectives are:

- Enhance planning resources to ground planners in the relevant data and details needed to construct clear talking points tailored to specific audience and key topics
- Understand and promote engagement practices that are working and recommend new practices to address gaps
- Foster strong partnerships to improve baseline understanding of planner responsibilities related to Community Board and stakeholder support
- Enhance storytelling methods and provide on-call guidance to improve planners’ abilities to connect with communities

**THE ROLE**

The Community Planning and Engagement Team seeks a highly motivated, entrepreneurial Program Manager who share our passion for improving planning activities and empowering communities seeking to increase equitable investments in City services, particularly in low-and moderate-income communities, thus improving transparency and making government more accountable.

**MAIN RESPONSIBILITIES**

Working under the supervision of the Senior Director of Community Planning and Engagement and the Director of Civic Engagement, the Associate Engagement Specialist will:

- Manage all aspects related to the Civic Engagement Studio
- Ensure key programmatic functions of the Engagement Studio are carried out successfully
• Assist in organizing and managing the development, implementation and evaluation of civic engagement practices
• Manage communication and feedback of workstreams and Studio products with DCP staff
• Provide continued mentorship to Civic Engagement Specialists in support of all workstream
• Research best practices and recommend new approaches to civic engagement
• Develop centralized resources based on program priorities as set by Studio Management team
• Test and gather feedback on newly developed resources using an equity lens
• Staff the Civic Engagement Studio Resource Center at 120 Broadway
• Coordinate meetings, develop agendas, create necessary meeting materials
• Develop partnership opportunities
• Perform other related duties as assigned related to Community Planning and Civic Engagement

Preferred Skills:

• Excellent communication (oral and written) and interpersonal skills with proven ability to interact with a diverse range of individuals, applying tact and discretion as situations demand.
• Strong organizational, time management, and follow-up skills
• Experience in community outreach and coordination
• Record of excellent interpersonal skills and ability to work productively with diverse internal teams and external constituents
• Demonstrated ability to diplomatically resolve problems and build key relationship
• Experience with engagement that focuses on recognizing, affirming and amplifying more voices with a commitment to increasing access points for marginalized communities
• Critical thinking skills around data, policy and research for practical implementation
• Experience with leading or coordinating community engagement strategies either professionally or personally
• Ability to develop and coordinate meetings and events
• Exemplary skills in negotiation, mediation, and advocacy

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 ESS

City Employees
1. Log in to ESS.
2. Search for job ID number: 546689
3. Click on the job business title: Associate Engagement 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: 546689
2. Click on the job business title: Associate Engagement 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.