**POSITION AVAILABLE**

<table>
<thead>
<tr>
<th>Office Title:</th>
<th>Assistant Project Manager</th>
<th>Civil Service Title:</th>
<th>City Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>1</td>
<td>Salary Range:</td>
<td>$55,208 - $63,489</td>
</tr>
<tr>
<td>Division / Work Unit:</td>
<td>Environmental Assessment and Review Division</td>
<td>Number of Positions:</td>
<td>1</td>
</tr>
<tr>
<td>Job ID:</td>
<td>548975</td>
<td>Hours / Shift:</td>
<td>Mon – Fri (9am – 5pm)</td>
</tr>
<tr>
<td>Position Status:</td>
<td>Full-Time / Permanent</td>
<td>Application Deadline:</td>
<td>Until Filled</td>
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</tbody>
</table>

**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 to access the full listing of job opportunities and to learn more about our great agency.

**THE DIVISION:**
The Environmental Assessment and Review Division (EARD) is responsible for preparing and reviewing City Environmental Quality Review (CEQR) applications for the City Planning Commission. The Division
coordinates the review of CEQR applications between DCP and other government agencies and conducts CEQR reviews, including the review and preparation of draft and final Environmental Impact Statements. In addition, the Division prepares final CEQR determinations, letters and memos; and provides technical assistance in the preparation and submission of applications.

THE ROLE:
The Division is seeking an entry-level project management team member to support the efficient preparation, analysis and review of CEQR applications. The position is an opportunity to work closely with DCP staff throughout the agency, interagency CEQR teams, and project teams to analyze and disclose potential environmental impacts related to discretionary land use actions. The candidate should possess a willingness to engage in complex planning issues; strong communication and problem-solving skills; and a desire to contribute to an engaging, collaborative team environment.

Under the direct supervision of a Team Leader, Deputy Director and Director, the candidate will be expected to perform work including – but not limited to – the following:

- Seek guidance from the Team Leader, Deputy Director and Director on the Division’s policies and procedures, and meet project schedules and deadlines;
- Prepare and review City Environmental Quality Review (CEQR) applications, including Environmental Assessment Statements (EAS) and support team members in preparation of review of Environmental Impact Statements (EIS). Review must ensure that these applications are complete and accurate, and adhere to CEQR policy, technical standards, and other planning considerations;
- Work closely with staff and CEQR applicants to aid in the preparation and submission of CEQR applications to the Department;
- Coordinate inter- and intra- agency technical reviews related to the preparation and review of CEQR applications. Conduct meetings to resolve issues and recommend solution strategies;
- Prepare CEQR determinations and other letters and memos;
- Communicate effectively with staff and other stakeholders, as needed;
- Perform related tasks.

PREFERRED SKILLS:
- Strong interpersonal skills, including the ability to work effectively with different personalities and roles and a solution-oriented attitude.
- Excellent research, analytical and organizational skills.
- Demonstrated writing, editing, and oral communication skills.
- Proven ability to complete tasks in a timely fashion under minimal supervision and manage multiple projects simultaneously.
- Familiarity with environmental regulations, the CEQR Technical Manual and the New York City Zoning Resolution.

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 – Click [here](#) to apply directly
1. Log in to ESS.
2. Search for job ID number: 548975
3. Click on the job business title: Assistant Project Manager
4. 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/](https://www1.nyc.gov/jobs/) and follow the steps below:
1. Search for job ID number: 548975
2. Click on the job business title: Assistant Project Manager
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.