**POSITION AVAILABLE**

<table>
<thead>
<tr>
<th>Office Title: Planning Team Leader – South Queens</th>
<th>Civil Service Title: City Planner</th>
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<tbody>
<tr>
<td>Level: 3</td>
<td>Salary Range: $73,294 - $84,288</td>
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<tr>
<td>Division / Work Unit: Queens Office</td>
<td>Number of Positions: 1</td>
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<tr>
<td>Job ID: 551762</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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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:**
Queens is home to more than 2.4 million residents, a historic peak population. Queens’ extensive ethnic diversity leads the city, and the country and the world. Its growth has been fueled in large measure by an
influx of persons arriving from abroad with over 47% foreign born, and its residents speak over 160 languages. Some of the fastest-growing neighborhoods in New York City are located in Queens, with the past decade seeing significant housing growth in areas such as Long Island City and Flushing. The borough fosters the most diverse economy in the region, as a center for industry, manufacturing, freight and distribution, primarily centered around Western Queens and the airports.

The Queens Office is a collegial, collaborative and dynamic work environment responsible for a wide range of planning and design activities, including developing borough-wide and local plans with a focus on affordable housing, resiliency, expanded economic opportunity, 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 borough’s recent growth is occurring within distinct neighborhood contexts, which vary widely across the borough. Currently, its efforts are focused on directing a range of new housing and economic recovery and expansion opportunities in three transit-rich regional centers – Long Island City, Jamaica and Flushing – ensuring new affordable housing, commercial development and economic opportunity will enliven and support the equitable growth and vitality of Queens neighborhoods.

THE ROLE
The Queens Borough Office is seeking an experienced planning professional to serve as a Senior City Planner and Team Leader for the Southern Queens Team, which encompasses Community Districts 9, 10, 12, 13, and 14. The geography under the supervision of the Team Leader includes a diverse range of neighborhood characters and housing types, as well as John F. Kennedy International Airport, lands surrounding Jamaica Bay, and the Rockaway Peninsula.

The ideal candidate will have exceptional technical planning skills and a strong grasp of land use and public policy issues of primary importance to the department, including zoning, urban design, affordable housing and economic development. As the Leader of the team responsible for the districts with significant waterfront areas, the candidate should possess a working knowledge of the city’s policy for promoting resilience to flood risk and facilitating recovery along its diverse waterfron

Under the supervision of the Borough Director and Deputy, the Team Leader will manage a team of planning and urban design professionals with a wide variety of projects and studies, track the numerous land use applications in Southern Queens, and oversee comprehensive planning efforts. With great latitude for exercising independent judgement, the Team Leader will:

• Develop work programs, establish priorities and deadlines, and manage work assignments for the Southern Queens Team;
• Supervise the work of team members and/or other planners in the processing of land use applications and implementation of studies and reports for several Community Districts to ensure a high degree of quality and consistency with agency protocol and policy;
• Create and organize graphic and written materials for presentation to the City Planning Commission, other governmental agencies, and the public;
• Manage Department initiatives, and ULURP and other land use applications, and contribute to planning and urban design studies, and coordinate this work with other divisions of the Department, other city agencies, community boards, elected officials and the public;
• Advise and coordinate with internal policy experts and external stakeholders on a variety of matters including on industrial urbanism and resiliency;
• Represent the Department at meetings with elected officials, civic, business and community groups, community boards and public agencies to communicate City policy and maintain working relationships;
• Develop and maintain working knowledge of planning, urban design, and zoning; and
• Perform other related tasks.
PREFERRED SKILLS:

- Ability to work effectively in a team structure to complete tasks in a timely fashion under minimal supervision; manage multiple projects simultaneously
- Demonstrated ability to analyze multiple streams of complex data (economic, land use, demographics) and synthesize results into clear, coherent reports and presentations for discussion and consideration by team, division, and agency management
- Experience managing projects and studies; ability to lead meetings effectively and inclusively
- Proficiency with ArcGIS mapping and analysis is strongly preferred
- Demonstrated ability to review technical details in residential, mixed-use and commercial site plans and review zoning calculations relating to both citywide zoning and Special Districts
- Demonstrated ability to self-manage, as well as superior project management skills, including the ability to complete tasks in a timely fashion with minimal supervision
- Demonstrated leadership skills, initiative and ability to communicate ideas effectively
- Excellent presentation and written communication skills; experience speaking publicly and making effective presentations
- Ability to work well in teams with a diverse mix of staff, community stakeholders, elected and appointed officials
- Ability to attend evening and weekend meetings
- Experience in community coordination and outreach, including managing public meetings and advisory committees
- A working knowledge of current policies and trends in resiliency and planning for climate change
- Strong influence skills and proven ability to negotiate sensitive issues
- Experience conducting studies, writing reports and technical memos
- Familiarity with NYC Zoning Resolution, ULURP, and/or CEQR preferred

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: 551762
3. Click on the job business title: Planning Team Leader – South Queens
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: 551762
2. Click on the job business title: Planning Team Leader – South Queens
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.