

NYC[®] PLANNING

INTERNSHIP ANNOUNCEMENT

PCNS IT Intern (Unpaid)

THE AGENCY

The Department of City Planning (DCP) promotes strategic growth, transit-oriented development and sustainable communities to enhance quality of life in the City, in part by initiating comprehensive, consensus-based planning and zoning changes for individual neighborhoods and business districts, as well as establishing policies and zoning regulations applicable citywide. It supports the City Planning Commission and each year reviews approximately 450 land use applications for actions such as zoning changes, special permits and other discretionary approvals. The Department assists both government agencies and the public by providing policy analysis and technical assistance relating to housing, transportation, community facilities, demography, waterfront and public space.

Under Housing New York: A Five-Borough, Ten Year Plan, the Department will lead coordinated, ground up neighborhood planning studies and advance regulatory changes—including mandatory inclusionary housing in newly rezoned areas—to promote more economically diverse communities and housing opportunities for New Yorkers at all income levels. Through inclusive community development initiatives with stakeholders, DCP will expand access to quality jobs and services, and stimulate economic development benefitting all New Yorkers. In addition, DCP is committed to expanding public access to land use, housing and population data and planning resources through its online Community Portal, as well as to support informed participation by New Yorkers in neighborhood planning and land use review processes.

In addition, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications for a variety of discretionary approvals. The Department also assists both government agencies and the public by advising on strategic and capital planning and providing policy analysis, technical assistance and data relating to housing, transportation, community facilities, demography, zoning, urban design, waterfront areas and public open space.

THE DIVISION

PC and Network Services (PCNS) provides services related to all agency computer hardware and software, and is responsible for managing the local and wide area networks at six Department of City Planning office locations.

PCNS is responsible for maintaining network security and has developed various strategies for that purpose. These strategies include maintaining back-up systems on all agency servers, and cooperating with City oversight agencies to protect against deliberate and accidental system corruption. PCNS procures and maintains network hardware and operating systems which are upgraded as technology changes and new services are required.

THE INTERNSHIP

Our office seeks an intern who will help support the team in the daily task of assisting the agency's needs by:

- Assist with the deployment of desktop equipment
- Asset and inventory management
- Equipment salvaging
- Other duties and responsibilities as required
- Lifting of computers and computer related equipment, as required

Preferred Skills

Undergraduate/graduate students with

- Excellent customer service skills.
- Strong written and verbal communication.

HOW TO APPLY

All interested applicants should send letter of interest, resume and at least three (3) work samples from your portfolio demonstrating design and drawing proficiency to:

pstloui@planning.nyc.gov

Please include "Internship" in the subject line of your email.

No phone calls please.

COMPENSATION

Unpaid, potential academic credit

SUBMISSION DEADLINE

Friday, April 22, 2016

START DATE

Between Monday, May 2, 2016, and Monday, June 6, 2016

SCHEDULE

30 hours per week.

INTERNSHIP DURATION

10 weeks at 30 hours per week; selected candidates may be able to adjust work week and duration slightly if necessary to commit to a total of 300 hours.