



NYC DEPARTMENT OF CITY PLANNING - POSITION AVAILABLE

Office Title: Team Leader / Senior Planner	Civil Service Title: City Planner
Level: 2	Number of Positions: 1
Division: Manhattan Office	Location: 120 Broadway NY, NY 10271
Hours: 9am – 5pm	Days: Monday – Friday
Position Status: Full-Time / Permanent	Application Deadline: August 30, 2019

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 approximately 20-person DCP Manhattan Office is comprised of professional city and regional planners working in teams arranged by community district as well as urban designers that work borough-wide across a wide range of projects.

THE ROLE:

The Manhattan Office seeks an experienced and senior planner to manage current and future land use applications and neighborhood planning initiatives throughout the borough as well as supervise a team of 3 city planners.

Under Supervision of division management and Executive staff, with significant latitude for independent judgment, the senior planner will perform work including – but not limited to – the following:

1. Develop work programs, establish priorities and deadlines, and manage work assignments for junior planners on the Manhattan West Side Team.
2. Manage and supervise complex development projects and planning initiatives in public review processes, including writing and evaluation of highly technical land use and zoning reports and other written materials and presentations.
3. Manage and supervise a team of city planners responsible for project management and other support for division's neighborhood plans and private and agency/city land use applications, including review of technical written materials and presentations.
4. Contribute as an experienced planner with subject matter expertise to division and agency policy setting and interpretation.
5. Review, analyze complex development proposals to determine compliance with NYC zoning regulations and land use planning policies; make policy determinations and recommendations on applications submitted to the Department.
6. Plan, organize and supervise zoning, land use and urban design studies, research data, conditions analyses, and preparation of maps and written reports for land use policy proposals.
7. Organize and prepare graphic and written materials and present, and assist junior planning staff to present, to the City Planning Commission, department staff, community boards, elected officials and public agencies.
8. Provide mentorship to team members / junior planners, including providing training and guidance on professional development.

EDUCATION REQUIREMENTS:

1. A master's degree from an accredited college or university in the following majors: city planning, regional planning, urban planning, or closely related fields and **three years** of experience in city planning or related city planning occupations;
or
2. A four-year Bachelor's degree from an accredited college or university in the following majors: city planning, regional planning, urban planning, or closely related fields and **five years** of related city planning experience.

TO APPLY:

If you are interested in applying for this position, please email a cover letter, along with your resume, to DCPRecruit@planning.nyc.gov. Please include the position title: "**Team Leader / Senior Planner (Manhattan)**" in the subject line. Only qualified applicants under consideration will be contacted. Appointments are subject to Office of Management and Budget (OMB) approval.

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 DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.