



## **STATEN ISLAND BOROUGH OFFICE**

### **CITY PLANNER III**

#### **PLANNING INITIATIVES TEAM**

The Staten Island Borough Office is expanding its professional staff to handle a growing level of sophisticated urban planning initiatives. The Staten Island Office is a dynamic work environment that is responsible for managing and coordinating a wide range of planning and zoning studies and projects, including undertaking borough-wide and area-specific studies, assessing the design implications of zoning text amendments, and reviewing and preparing ULURP applications to implement zoning text amendments and initiatives. Project management will include the coordination of major studies and task forces with other city agencies and other DCP divisions, public outreach with community groups and providing technical assistance on land use and zoning matters to the City Planning Commission, Community Boards and the public at-large. The division seeks a planning/design professional with a proven track record of professional achievement to perform urban design, land use and zoning studies associated with planning initiatives and to provide planning, design and graphics expertise to support a broad range of projects and studies.

#### **RESPONSIBILITIES:**

- In consultation with the Director and the Team Leader, develop work programs, establish priorities and deadlines, and manage work assignments;
- Manage Department initiatives, and ULURP projects, 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;
- Represent the department at meetings of civic, business and community groups, community boards and public agencies;
- Create and organize graphic and written materials for presentation to the City Planning Commission, community boards, elected officials and public agencies;
- Analyze development proposals to determine compliance with NYC zoning regulations and the City's land use planning policies;
- Develop and maintain working knowledge of planning, urban design, and zoning; and
- Perform other related tasks.

#### **REQUIREMENTS:**

- A baccalaureate degree from an accredited college and three (3) years full-time paid experience in city planning/urban design. Graduate work leading to an advanced degree in city planning or related field may be substituted for up to two (2) years of experience on a year-for-year basis.

- Experience in managing inter-agency and consultant teams including architects, planners, and other planning and design professionals on large, complex projects;
- Proven ability to work effectively in a team structure to complete tasks in a timely fashion under minimal supervision, monitor a work program, manage multiple projects simultaneously, and to complete tasks in a timely fashion under minimal supervision;
- Familiarity with graphics, 3D modeling programs, database and/or geographic information computer software packages.
- Experience in community coordination and outreach;
- Outstanding communication and presentation skills, ability and comfortable presenting technical material before large audiences.
- Experience conducting studies, writing reports and technical memos, and preparing and conducting presentations.

**CIVIL SERVICE TITLE: CITY PLANNER III**

**MINIMUM SALARY: \$57,137** (Candidates with less than two years of City employment)

**OR:**

**\$65,707** (Current City employees with more than two years of current City employment)

**APPLICATION DEADLINE: Resumes will be accepted until the position is filled.**

**Appointments are subject to Office of Management and Budget (OMB) approval.**

The candidate selected for this position must be a resident of the City of New York or become a resident within three months of appointment.

- Resumes are accepted by mail or **email (preferred)**
- Telephone calls and inquiries are not permitted.
- Only applicants scheduled for interviews will be contacted.

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**030-08-0016**