



The City of New York
Department of City Planning

030-08-0026

POSITION AVAILABLE

STATEN ISLAND BOROUGH OFFICE

CITY PLANNER I

The Staten Island Office is responsible for developing borough-wide and local area plans, reviewing and processing ULURP and non-ULURP applications, and providing technical assistance on all land use, zoning and budget related matters to the Planning Commission, the Community Boards, and the public at large.

RESPONSIBILITIES:

Under supervision, with latitude for independent judgment, the City Planner will:

- Develop and maintain a working knowledge of land use issues and other relevant information for one or more special planning districts through research and field experience;
- Manage ULURP and non-ULURP projects and planning studies and coordinate this work with technical divisions of the department, other city agencies, community boards, elected officials and the public;
- Review, analyze and make recommendations on site plans, development proposals and applications to determine compliance with NYC zoning regulations and the City's land use planning policies;
- Provide and obtain technical information and assist applicants in the preparation of required documents for ULURP actions;
- Plan, organize and conduct studies, research data, analyze conditions, prepare maps and compose written reports for zoning proposals and for community plans;
- Recommend and carry out strategies relevant to land use planning issues;
- Make presentations to other Department staff and the City Planning Commission;
- Represent the Department at community board and other meetings to gather information and convey the Department's positions on neighborhood planning issues;
- Perform other related tasks.

REQUIREMENTS:

- A Bachelor's degree from an accredited college and at least two years of full-time experience in city planning or a related field. Graduate education in city planning, urban planning, urban design, architecture, landscape architecture, transportation engineering or related fields may be substituted for experience on the basis of 30 graduate semester credits for one year of experience.
- Strong research, analytical and organizational skills.

- Demonstrated writing and oral communication skills.
- Demonstrated experience with computer software including GIS, database, graphics and word processing applications.
- Knowledge of the Zoning Resolution and zoning practices.
- Ability to work effectively with community residents, political leaders and government officials.
- Familiarity with the city's land use review process and procedures.
- Ability to manage a diverse array of projects and assignments.
- Ability to work independently and to complete assignments in a timely fashion.

CIVIL SERVICE TITLE: CITY PLANNER, LEVEL I

**MINIMUM SALARY: \$43,037 (less than 2 years current City employment)
OR:
\$49,493 (more than 2 years current City employment)**

APPLICATION DEADLINE: POSTED UNTIL FILLED

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

The candidates selected for these positions must be a resident of the City of New York or become a resident within three months of appointment. Legislation is expected to be passed that will allow residence in Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties. Upon enactment of the legislation, residents of these counties will be subject to Section 1127 of the New York City Charter.

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

Mail address: Mychele Gayle
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22 Reade Street - Room 1N
New York, New York 10007

Email: mgayle@planning.nyc.gov

THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAM IS AVAILABLE IN THE PERSONNEL MANAGEMENT DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.

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