



POSITION AVAILABLE
BROOKLYN BOROUGH OFFICE
CITY PLANNER I

The Brooklyn Office is responsible for developing borough-wide and local area plans, reviewing and processing ULURP applications and budget recommendations, providing technical assistance on all land use, zoning and budget related matters to the Planning Commission, the Community Boards, and the public at large. Specifically, the City Planner will part of a planning team in the northern portion of the borough and will:

RESPONSIBILITIES:

- Represent the Department at community board and other meetings to gather information and convey the Department's positions on neighborhood planning issues;
- Develop and maintain land use and other relevant information for one or more community districts through research and field experience;
- Plan, organize and conduct studies, research data, analyze conditions, prepare maps and compose written reports for zoning proposals and for community plans;
- Interact and coordinate with other Department staff and relevant city agencies on Department studies, and on public and private projects and land use applications;
- Recommend and carry out strategies relevant to land use planning issues;
- Review, analyze and make recommendations on applications submitted to the Department pursuant to the Uniform Land Use Review Procedure (ULURP), the City Environmental Quality Review (CEQR) and other administrative procedures;
- Maintain a working knowledge of the NYC Zoning Resolution;
- Provide technical assistance to applicants for zoning actions and to the public for information;
- Make presentations to other Department staff and the City Planning Commission;
- Perform other related tasks.

REQUIREMENTS:

- A Bachelor's degree from an accredited college and two years of satisfactory full-time experience in city planning. Graduate education in city planning, urban planning, urban design, 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.
- 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:

\$49,492 (more than 2 years current City employment)

APPLICATION DEADLINE: **POSTED UNTIL 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. 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**
Department of City Planning
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 PROGRAMS IS AVAILABLE IN THE PERSONNEL MANAGEMENT DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.

030-08-0027