



Office Title: Associate Borough Planner	Civil Service Title: City Planner
Level: 2	Salary Range: \$71,255 - \$81,943* <i>*For Incumbents with 2 or more years of City Service</i>
Division / Work Unit: Bronx Borough Office	Number of Positions: 1
Job ID: 627848	Hours / Shift: Monday – Friday (9am -5pm)
Position Status: Full-Time / Permanent	Application Deadline: Until Filled
DISCLAIMER: The NYC Department of City Planning does not offer Sponsorship, of any kind, for any type of employment opportunity.	

CANDIDATE MUST BE SERVING PERMANENTLY IN THE TITLE OF CITY PLANNER OR REACHABLE ON THE CITY PLANNER CIVIL SERVICE LIST

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).

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 Bronx has again reached its all-time population level, and by 2040, the borough is projected to grow by more than 200,000 residents, a 14% increase making it one of the fastest growing counties in New York State. The Bronx Office has a varied and dynamic work program focused on ensuring the borough has great neighborhoods, affordable housing, vibrant commercial and institutional centers, rich transit opportunities, and high-quality open space and waterfronts.

The Office is made up of a team of city planners and urban designers who work on a wide variety of studies, rezonings, and developments, across a large and diverse borough. The Bronx Office coordinates the review of numerous private and publicly sponsored requests for land use and zoning changes and manages the Uniform Land Use Review Procedure (ULURP), including presentations to the City Planning Commission and

coordination with Community Boards. Bronx Office staff also work on a wide range of land use, zoning, urban design, and transportation issues in communities across the borough, and staff are the local experts on their communities, providing essential knowledge to policy makers and elected officials. The Office works in close consultation with the central divisions on borough-specific and city-wide issues.

THE ROLE

The Bronx Borough Office of the Department of City Planning seeks a **Borough Planner** with demonstrated success in research and graphic communications to assist in the implementation of its robust work program. The position is a unique opportunity to work closely with a team of planners tasked with planning for significant growth while balancing the existing needs of our diverse borough. The candidate should possess strong communication and project management skills and a desire to contribute and collaborate in an engaging teamwork environment.

Under Supervision, the Borough Planner will:

- Review, analyze, and make recommendations on applications submitted to the Department pursuant to the Uniform Land Use Review Procedure (ULURP) and coordinate this work with technical divisions of the department, other city agencies, community boards, elected officials, and the public.
- Analyze site plans and development proposals to determine compliance with the City's land use planning policies and NYC Zoning Resolution.
- Organize and prepare graphic and written materials, and present to the City Planning Commission, department staff, community boards, elected officials, and public agencies.
- Support neighborhood planning studies (including research analysis) and produce written technical reports and presentations.
- Serve as Department liaison to one or more Bronx community boards.
- Maintain a working knowledge of the NYC Zoning Resolution.
- Represent the department at meetings of civic, business and community groups, community boards, and public agencies; and
- Perform other related tasks.

PREFERRED QUALIFICATIONS:

- Excellent communication (oral and written) and interpersonal skills with ability to interact with a diverse range of individuals both in person and over the phone, applying tact and discretion as situations demand.
- Ability to self-manage, as well as project management skills, including the ability to complete tasks in a timely fashion with minimal supervision.
- Ability to lead meetings effectively and inclusively.
- Experience with ArcGIS mapping and analysis is strongly preferred.
- Experience with Adobe Creative Suite is preferred.
- Familiarity with zoning practices and principles
- Candidates with Spanish proficiency are strongly encouraged to apply.

MINIMUM REQUIREMENTS:

Authorization to work in the United States is required for this position. **NYC Department of City Planning does not provide sponsorship for international employees.** Applicants are responsible for ensuring that they meet all minimum qualifying requirements for this position at the time of application.

1. A baccalaureate degree from an accredited college or university and two years of satisfactory full-time experience in city planning; or

2. A satisfactory combination of education and/or experience that is equivalent to "1" above. Graduate

education in city planning, urban planning, urban design, architecture, landscape architecture, transportation engineering, public administration, economic development, or related fields may be substituted for experience on the basis of 30 graduate semester credits from an accredited college for one year of experience. However, all candidates must have a baccalaureate degree.

TO APPLY:

Click [here](#), or visit cityjobs.nyc.gov and follow the steps below:

1. Search for job ID number: **627848**
 2. Click on the job business title: **Associate Borough Planner**
 3. Click on “Apply” at the bottom of the posting
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Only applicants under consideration will be contacted. Appointments are subject to Office of Management and Budget (OMB) approval. Authorization to work in the United States is required for this position.

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 Recruitment representative.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

55-a Program

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.

This position may be eligible for remote work up to 2 days per week, pursuant to the Remote Work Pilot Program agreed to between the City and DC37.