

**City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice**

Civil Service Title: City Planner	Level: 01
Title Code No: 22122	Salary: \$46,550.00 - \$67,227.00
Office Title: City Planner	Work location: 1 Centre St., N.Y.
Division/Work Unit: DRES/Planning Unit	Number of Positions: 1

Hours/Shift: Day

Job Description

The Department of Citywide Services (DCAS) seeks to hire a City Planner to work within the Division of Real Estate Services' (DRES), Planning Unit. The candidate's responsibilities includes:

- Oversight of the City's real estate portfolio
- Land use and neighborhood analysis
- Real estate research regarding property use, development, zoning and ownership
- Evaluation and selection of properties for public auctions
- Review of land use (ULURP) and environmental (CEQR) applications and documents
- Database and computer mapping management
- Liaison to community boards, agencies and public and other related tasks

Qualification Requirements

1. A baccalaureate degree from an accredited college 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 up to two years of 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.

Special Qualification Requirements:

Assignment Level III

To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

Assignment Level IV

To be eligible for placement in Assignment Level IV, individuals must have, after meeting the minimum requirements, two additional years of professional experience as described in "2" above.

New York City residency required within 90 days of appointment.

Essential Skills

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/006785. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.**

Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 10/14/2009

Post Until: 11/14/2009

JVN: 868-2010-006785

The City of New York is an Equal Opportunity Employer.