

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

Asset Management - Planning

ADDRESS1 1 Centre Street, 20th Floor

ADDRESS2 New York, NY 10007

CONTACT NAME Paul Costa

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PHONE (212) 386-0620

FAX (646) 500-6278

AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 55 public buildings; purchases, sells and leases non-residential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; publishes and distributes the City Record, The Green Book, and other City publications; manages CityStore; monitors City agency fleets and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that services 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

UNIT DESCRIPTION (Max characters 1000)

Land Use Planning focuses on evaluation of the City's real estate portfolio. Oversight responsibilities include evaluation of properties for use by City agencies and preparation of ULURP and CEQR applications. Land Use Planning extensively uses GIS, database, and graphics technology.

POSITION TITLE (Max characters 100)

City Planner Graduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Intern will be working within the Land Use Planning group that is responsible for the oversight of the City's real estate portfolio. Responsibilities will include: evaluate properties for use by City agencies; evaluation, identification and selection of properties for sales and leasing programs; prepare ULURP and CEQR applications; participate in the Charter-mandated Gazetteer effort to collect data on location, use and utilization of spaces occupied by agencies; manage special projects; neighborhood and property analysis, including zoning, real estate market, property use and ownership; liaison to public groups; represent the agency at public meetings; maintain databases and track processes; computer mapping and graphics.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Preference given to candidates with New York City government experience, as well as NYC zoning and land use experience; enrollment in programs for master's degrees in city planning, public administration, business or related fields; and real estate background. Additional preference to consultants familiar with Microsoft Office, including Access and/or computer graphics knowledge, intermediate to advanced GIS, especially ESRI ArcGIS skills, good written, oral and interpersonal communication skills.

APPLICATION PROCESS (Max characters 700)

E-mail resume and cover letter to the contact person listed above. If contacted for an interview, candidates must bring a transcript or enrollment verification statement from their school, attesting that they are accepted to or enrolled in an accredited graduate degree program.

SALARY RANGE

Graduate Interns earn \$16 per hour.

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Internships are available between May and September for a maximum duration of 13 weeks.

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