



*The City of New York*  
Department of City Planning

030-08-0017

TWO POSITIONS AVAILABLE

**QUEENS BOROUGH OFFICE**

**CITY PLANNER I**

The Queens Office is responsible for a wide range of planning, urban design and zoning activities, including formulating borough-wide and local area plans, reviewing and processing land use applications, and providing technical assistance and planning data to the City Planning Commission, elected officials, public agencies, community boards and civic and business groups. The Office is seeking applicants with superior professional abilities to coordinate planning activities related to the growth and development of the borough.

**RESPONSIBILITIES:**

Under supervision by the Director and Deputy Director, the City Planners will:

- Plan, organize and conduct land use and zoning studies, and prepare written reports for zoning proposals;
- Develop and maintain a working knowledge of one or more community districts through research and field experience;
- Manage projects subject to the City's Uniform Land Use Review Procedure (ULURP), and coordinate their review by technical divisions of the department, other agencies, community boards, elected officials and the public;
- Organize and prepare written and graphic materials for presentations to the City Planning Commission, department staff, community boards, elected officials and public agencies;
- Represent the department at community board and other meetings to gather information and convey the department's positions on neighborhood planning issues;
- Provide technical assistance to applicants for zoning actions, and interact and coordinate with other agency representatives on department studies, projects and land use applications;
- Develop expertise in a specific area of functional planning; and perform other related tasks.

**REQUIREMENTS:**

- A baccalaureate degree from an accredited college and at least two years of full-time experience in city planning or a related field. Graduate work leading to an advanced degree in city planning or related fields may be substituted for up to two years of experience on a year-for-year basis.
- Excellent research, analytical and organizational skills.

- Strong writing and oral communication skills.
- Knowledge of the Zoning Resolution and zoning practices.
- Familiarity with the City's land use review process and procedures.
- Competence in GIS and related computer software programs.
- Ability to work effectively with community residents, public agencies and elected officials.
- Ability to work independently and complete assignments in a timely fashion.

**CIVIL SERVICE TITLE: CITY PLANNER I (TWO POSITIONS)**

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

**APPLICATION DEADLINE: POSTED UNTIL POSITIONS ARE FILLED.**

**Appointment to these positions is subject to Office of Management and Budget (OMB) approval.**

The candidates selected for these positions must be residents of the City of New York or become residents within three months of appointment.

- 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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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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