TEMPORARY PART-TIME POSITION AVAILABLE

ZONING DIVISION

City Planner I

The Zoning Division is responsible for a wide range of zoning and urban design studies and projects, including formulating city-wide and local area studies and projects leading to applications for zoning text amendments, assessing the design implications of zoning text amendments and providing technical assistance to the Department, the City Planning Commission, other city agencies and the general public. The division seeks a planner with excellent writing and city planning skills to perform land use and zoning studies, to translate sophisticated planning and design objectives into zoning text, to become proficient in the complexities and historical context of the Zoning Resolution, and to share their attained knowledge of the Zoning Resolution with other professionals and the general public.

This is a temporary position, expected to last through June 30, 2015.

RESPONSIBILITIES:
Under supervision, with latitude for independent judgment, the City Planner will in a fast paced environment:

- Rapidly increase degree of knowledge of the Zoning Resolution through research and project experience;
- Research and answer zoning related questions including interpretations and zoning history, from the public, agency staff, other agencies and private planning practitioners;
- Assist in the development of zoning tools to document and research Zoning regulation history;
- Assist division staff in drafting zoning language for text amendments and reviewing applications for zoning text amendments;
- Assist division staff with text amendment projects and planning studies and coordinate this work with other divisions of the department, other city agencies, Borough President’s offices, the City Council and the public;
- Assist in the creation of presentations and help present to other Department staff, the City Planning Commission, Borough Presidents and City Council;
- Provide technical assistance to applicants for zoning actions and to the public and other city agencies for zoning information;
- Represent the Department at meetings of civic, business and community groups, and public agencies; and
- Perform other related tasks.

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

- A satisfactory combination of education and/or experience that is equivalent to 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. A baccalaureate degree from an accredited college and at least one year of full-time experience in city planning, urban design, architecture, law 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 writing skills.
- Strong presentation and communication skills.
- Strong research, analytical and organizational skills, including demonstrated ability in analyzing complicated written material.
- Good interpersonal skills and an ability to work effectively with other planners, divisions, city agencies, elected officials and applicants.
- Ability to work independently and to complete assignments in a timely fashion.
- Familiarity with the city's land use review process and procedures.
- Familiarity with zoning practices.

CIVIL SERVICE TITLE: City Planner I, Temporary Part-Time

COMPENSATION: $26.64 hourly

APPOINTMENT PERIOD: Appointment limited through June 30, 2015

APPLICATION DEADLINE: March 17, 2015 or until filled

TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE ESS/NYC CAREERS WEBSITE

- Go to https://a127-jobs.nyc.gov/
- Search for job ID number: 184767
- Click on the job business title: Temporary Part-Time City Planner (Zoning Division)
- Click on “Apply Now” at the bottom of the posting

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW. APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL.

Appointment to this position is subject to Civil Service qualifications and the City’s appointment approval process.

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.

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.

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