POSITION AVAILABLE
LAND USE REVIEW DIVISION
City Planning Technician

The Land Use Review Division is responsible for scheduling and organizing Headquarters, and coordinates Review Sessions and Public Meetings, to ensure that the Chair and the City Planning Commission are fully informed about all land use actions coming before them. The Division oversees ULURP and non-ULURP applications from filing to vote, reviews CPC Reports, develops Review Session agendas and Public Meeting calendars and maintains the agency’s Land Use Management Information System (LUMIS) database that supports the system of tracking and monitoring land use applications. Work performed in Land Use Review Division is highly deadline driven.

The Land Use Review Division is currently seeking a City Planning Technician who will primarily assist in maintaining the agency’s LUMIS database, as well as the development of a digital archive of Land Use Review records, and provide support with the operations of Review Sessions and Public Meetings.

RESPONSIBILITIES:
Under supervision by the Director and Deputy Director of the Land Use Review Division, with limited latitude for independent initiative and judgment, the City Planning Technician will:

- Coordinate and maintain the LUMIS database;
- Work with Land Use Review staff and others to ensure timely and accurate upkeep of LUMIS and other agency application tracking systems;
- Interact with members of the general public when applicants file through Central Intake and manage Speaker Sign-In during bi-weekly Public Hearings;
- Develop a digital archive of Land Use Review records;
- Assist in the assembly of bi-weekly Headquarters and bi-weekly Review Session packages;
- Assist with on-going local government regulatory and department initiatives to improve operational efficiency; and
- Maintain strong interpersonal skills and the ability to work with other technical divisions of the department and other city agencies.

MINIMUM REQUIREMENTS:

- 1. A baccalaureate degree from an accredited college or university.
- 2. An associate degree from an accredited college or completion of two (2) years of study (60 credits) at an accredited college and two (2) years of full-time experience performing analysis and interpretation of data, or conducting research relative to planning issues, or providing planning services for a community or other organization;
- Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have completed at least 60 college credits.
PREFERRED SKILLS:
- Undergraduate or graduate degree in public administration, computer science or related fields.
- Competence in computer programs including MS DOS platforms and Microsoft Office.
- Motivated self-starter and able complete tasks in a timely fashion.
- Preference given to candidates with knowledge of the Uniform Land Use Review Procedure (ULURP) and familiarity with Land Use & CEQR Application Tracking System (LUCATS)
- Excellent written and communication skills.

CIVIL SERVICE TITLE: City Planning Technician
COM 补偿金: $34,325 – $52,660 Annual
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: 184975
- Click on the job business title: City Planning Technician (Land Use Review 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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