Grant Funded Temporary Position Available

HOUSING, ECONOMIC AND INFRASTRUCTURE PLANNING
RESILIENT INDUSTRIAL AREAS PROJECT MANAGER

The Housing, Economic and Infrastructure Planning (HEIP) Division advises the Chair and City Planning Commission on housing, economic and infrastructure policy issues and conducts housing, economic and infrastructure planning studies for the agency. As part of the Department’s recovery activities following Hurricane Sandy, and funded through federal Hazard Mitigation Plan Grant (HMPG) funding, the Department is launching a study to improve the resiliency of the city’s industrial areas, with a focus on flood resiliency. The study will provide recommendations to reduce hazards and challenges related to severe weather events for businesses and residents in the City’s flood zones; identify appropriate emergency preparedness guidelines for industrial businesses in the flood zone; promote cost-effective physical or operational changes for businesses to reduce flood risk; and identify strategies to address challenges with financing and insurance for industrial businesses located within the flood zone. The Department is seeking a City Planner to manage this study.

Under direct supervision from the Director of Industry Studies, and with latitude for independent initiative and judgment, the City Planner will perform basic research, analysis and planning activities in the field of city planning. The planner will be part of an interdisciplinary team, managed by the Waterfront and Strategic Planning divisions, focused on resiliency within the agency, and will be providing expertise on industrial resiliency to the rest of this team. The temporary position is funded for 15 months.

RESPONSIBILITIES:

- Manage the collection, storage, maintenance and dissemination of data relevant to hazard mitigation for industrial sites in flood-prone areas; perform preliminary analyses.
- Assemble and presents statistical and narrative materials relating to existing, proposed zoning or land use conditions within industrial areas.
- Compile and abstract materials and prepare factual reports on population characteristics, land use, zoning, retail activity and economic development and other neighborhood characteristics.
- Map survey and administrative data related to risk mitigation in flood-prone industrial areas to illustrate spatial relationships.
- Manage the collection of data by survey, investigation or research on special planning problems; may prepare reports, diagrams, drawings and graphics relating to strategies to mitigate hazards and reduce damage to property for businesses and residents in the City’s flood zones; assists in elementary planning of land use.
- Compile all information into clear, well-written report or presentations.
- Interview members of the community and representatives of public and private agencies to obtain their assessment of local problems, needs opportunities, preferences, policies and programs.
- Interview owners of businesses, property owners, industrial real estate brokers and developers, and providers of insurance and financing to identify obstacles to risk mitigation for development in the flood-prone industrial areas.
- Represent the department at meetings of civic, business and community groups, community boards, and public agencies.
• Create and organize graphic and written materials for presentation to the City Planning Commission, other governmental agencies, and the public.
• Manage administration of grant materials, including preparation of quarterly reporting documents required by city, state and federal agencies.

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.

PREFERRED QUALIFICATIONS:
• A baccalaureate degree from an accredited college and two (2) years full time paid experience in city planning/urban design. Graduate work leading to an advanced degree in city planning or related field may be substituted for up to two (2) years of experience on a year-for-year basis.
• Ability to work effectively in a team structure to complete tasks in a timely fashion under limited supervision, monitor a work program, and to complete tasks in a timely fashion under limited supervision.
• Experience conducting studies, writing reports and technical memos, and preparing and conducting presentations.
• Excellent presentation and written communication skills.
• Good interpersonal skills and an ability to work effectively with other divisions, city agencies, community boards, elected officials and applicants.
• Experience in community coordination and outreach.
• Familiarity with principles of urban design.
• Demonstrated competence in GIS (ArcGIS) software and database, and spreadsheet programs.
• Knowledge of NYC neighborhoods, NYC Zoning and flood regulations and or familiarity with the needs of industrial businesses a plus.

CIVIL SERVICE TITLE: CITY PLANNER I
SALARY RANGE: $50,000 - $60,000 commensurate with experience
APPOINTMENT PERIOD: Appointment limited to grant duration of 15 months
APPLICATION DEADLINE: May 20, 2015 or until filled
TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS/ESS WEBSITE
• Go to: https://a127-jobs.nyc.gov/
• Search for job ID number: 192975
• Click on the job business title: Flood Resilience City Planner I (HEIP)
• Click on “Apply Now” at the bottom of the posting

Appointments are subject to Office of Management and Budget (OMB) approval.

The candidate selected for this position must be a resident of the City of New York or become a resident within three months of appointment.

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.