AGENCY DESCRIPTION
DCP promotes housing production and affordability, fosters economic development and coordinated investments in infrastructure and services, and supports resilient, sustainable communities across the five boroughs for a more equitable New York City. DCP’s contributions toward development of the 10-year Capital Strategy will ensure investments in New York City’s neighborhoods align strategic planning priorities with community needs.

Under Housing New York: A Five-Borough, Ten Year Plan, the Department will lead coordinated, ground up neighborhood planning studies and advance regulatory changes—including mandatory inclusionary housing in newly rezoned areas—to promote more economically diverse communities and housing opportunities for New Yorkers at all income levels. Through inclusive community development initiatives with stakeholders, DCP will expand access to quality jobs and services, and stimulate economic development benefitting all New Yorkers. In addition, DCP is committed to expanding public access to land use, housing and population data and planning resources through its online Community Portal, as well as to support informed participation by New Yorkers in neighborhood planning and land use review processes.

In addition, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications for a variety of discretionary approvals. The Department also assists both government agencies and the public by advising on strategic and capital planning and providing policy analysis, technical assistance and data relating to housing, transportation, community facilities, demography, zoning, urban design, waterfront areas and public open space.

DIVISION DESCRIPTION
Information Technology Division (ITD) provides and maintains all personal computers and related hardware and software at DCP. ITD also manages the agency’s networks and telecommunications services and provides Help Desk support for assistance with computer related problems. Staff in ITD design, develop and maintain PC and mainframe databases and applications and prepare customized data files and reports for a variety of local and citywide planning and zoning studies. Agency and citywide geographic data needs are supported by ITD through the design and maintenance of geoprocessing software and geographic databases, and through assistance with the use of geographic information systems (GIS) provided to DCP staff. The DCP website is also maintained by ITD.

INTERNSHIP RESPONSIBILITIES
The Information Technology Division’s Geographic System Section (GSS) of the Department of City Planning is looking for interns to assist their Geographic Research Unit. The Geographic Systems Section (GSS) is responsible for developing and maintaining specialized geographic data processing capabilities that support the planning activities of the Department of City Planning and other city agencies. The Intern will:

- Research, analyze, validate, correct, maintain and update geographic data files;
- Create, modify and display computerized geographic data using ESRI ArcGIS software;
- Assist in executing geographic processing computer programs;
- Assist in performing quality assurance of geographic files and software;
- Conduct field research when necessary to clarify geographic research problems;
- Perform other related tasks.
QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY
• Undergraduate/graduate students with focus or interest in city planning, geography, GIS, urban design, architecture, environmental studies, public policy, or related fields.
• Experience using ArcGIS and Microsoft Office suite of software.
• Demonstrated written and oral communication skills.
• Must be able to work independently and to complete assignments in a timely fashion.

COMPENSATION
Unpaid, potential academic credit

START DATE
Monday, June 8, 2015

SCHEDULE
At least 20 hours per week, days flexible

INTERNSHIP DURATION
Approximately 8 weeks, flexible

HOW TO APPLY
Send cover letter and resume to Thomas Costa, T_Costa@planning.nyc.gov, and cc: dcrecruit@planning.nyc.gov. Please be advised only candidates under consideration will be contacted.

APPLICATION DEADLINE
Until filled


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.