LAND USE REVIEW

Logistics and Strategist Intern

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

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 Uniform Land Use Review Procedure (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.

INTERNSHIP RESPONSIBILITIES

The LUR Logistics and Strategist Intern will assist in categorizing, organizing, scanning and creating a digital archive of LUR records and documents. The LUR intern will need to assess the variety of records and documents LUR has retained and through communication with a variety of DCP divisions as well as internet related research, determine if materials are duplicative. In light of DCP’s upcoming move to a new location, creating the digital archive of LUR materials will be critical to ensure long term retention and access of these resources for the entire agency’s reference. Through this project, the LUR intern will gain familiarity with a variety of content produced and managed by DCP, including how ULURP and Non-ULURP applications are processed, as well as insight into the internal operations of the agency.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

- Undergraduate in first or second year with a focus or interest in library sciences, public administration or a related field;
- Competence in computer programs including Microsoft Office; and
- Excellent organizational skills.
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 hmarcus@planning.nyc.gov and cc: dcprecruit@planning.nyc.gov. Please include “LUR Summer Internship 3” in the subject line. Only candidates under consideration will be contacted.

APPLICATION DEADLINE
Until filled


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