

**COMMUNITY BOARD 1 MANHATTAN  
PART-TIME CITYWIDE JOB VACANCY NOTICE**

Civil Service Title:	<u>Administrative Staff Analyst</u>	Level:	<u>M-II</u>
Title Code No.:	<u>10026</u>	Salary Range:	<u>\$29.96 per hour</u>
Office Title:	<u>Director of Planning and Land Use</u>		
Division/Work Unit:	<u>Community Board 1, Manhattan</u>	Work Location:	<u>49-51 Chambers Street</u>
Hours/Shift:	<u>21 hours per week</u>	Number of Positions:	<u>1</u>

**JOB DESCRIPTION**

Community Board #1 serves communities south of Canal Street between the Hudson River and Baxter Street; south of Baxter between Canal and Worth Streets; south of Pearl between Park Row and the Brooklyn Bridge; and south of Dover Street east of Pearl Street.

CB1 is one of the 59 Community Boards in New York City. Community Boards act in an advisory capacity and deal with a range of matters, including land use and zoning, identifying community needs as part of the City's budget process, and working with government agencies to improve the local delivery of services. More broadly, all community boards are concerned with any other matter relating to the welfare of the district and its residents. The responsibilities of NYC Community Boards are defined in Chapter 70 of the New York City Charter.

We are seeking a highly motivated, self-starter with excellent communication and analytical skills to serve part-time as Director of Planning and Land Use. This candidate will serve as the primary staff person for the CB1 committees and task forces that have a special focus on land use and planning issues, working with the Community Board Chairperson, committee members and external partners including other city agencies and state entities, to handle and follow up related planning and land use activities. The Director of Land Use and Planning is responsible for conducting research, developing and providing critical reports on land use and zoning matters regarding community facility and infrastructure needs; housing inventory; parks inventory; population growth. Overall, candidate will provide technical knowledge and support to CB1 board, staff and task force members on matters involving land use, zoning and planning and serve as the lead CB1 staff person on initiatives and task forces involving land use and zoning matters to help advance projects and initiatives to benefit the community.

Specific responsibilities include but are not limited to the following:

-Process, review, research and work with CB1 committees to formulate responses, including resolutions and testimonies, to the following applications:

- Uniform Land Use Review Procedure actions referred by the Department of City Planning to CB1
- Board of Standards and Appeals (BSA) actions referred by the BSA to CB1
- Other actions referred by New York City government agencies to CB1 for the committees listed above, including but not limited to:
  - Applications for approvals from the Landmarks Preservation Commission
  - Private petitions for street co-namings
  - Applications for newsstand licenses from the Department of Consumer Affairs
- Applications for sidewalk café permits and renewals from the Department of Consumer Affairs
- Applications for street activity permits from the Mayor's Office
- Applications for licenses and renewals from the State Liquor Authority

Uniform Land Use Review (ULURP) and City Environmental Quality Review (CEQR) procedures

- Attend and participate in all monthly meetings of the full board of CB1, all monthly meetings of the relevant committees, as well as the monthly meetings of the CB1 District Service Cabinet and other special meetings and task forces of the board and its committees as are needed.

- Handle administrative items such as taking notes; preparing and following up on action items as is deemed appropriate by the board and committee chairs; scheduling items for the meeting agendas; preparing resolutions and other documents discussed and approved by members of these committees and requested by the committee chairs.

- Assist with special projects as needed.

**QUALIFICATION REQUIREMENTS**

A baccalaureate degree from an accredited college is required. A master's degree from an accredited college in urban planning or a closely related field is preferred.

Two years of related full-time professional experience is required. A minimum of two years experience working on matters involving land use and zoning in New York City is preferred.

A minimum of two years working directly and full time on community issues in Lower Manhattan is preferred.

**Preferred Skills/Knowledge**

- Demonstrate advanced knowledge of, and a high level of experience with Microsoft Office programs including Microsoft Office Word, Excel and PowerPoint;
- Demonstrate high level of experience with GIS reporting software
- Excellent analytic, communications (written and oral) and interpersonal skills;

NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

**TO APPLY, PLEASE SUBMIT RESUME TO:**

Manhattan Community Board 1 is an Equal Opportunity Employer. Interested candidates should send a cover letter and resume in a word or PDF document by email to [man01@cb.nyc.gov](mailto:man01@cb.nyc.gov) . Please do not mail or fax your resume.

Name: Community Board 1, Manhattan  
Mailing Address: 49-51 Chambers Street  
E-Mail Address: [man01@cb.nyc.gov](mailto:man01@cb.nyc.gov)

<b>POSTING DATE:</b> May 20, 2013	<b>POST UNTIL FILLED</b>	<b>JVN: 341/13/0001</b> (Agency Code/Fiscal Year/Number)
--------------------------------------	--------------------------	---