

**MANHATTAN BOROUGH PRESIDENT'S OFFICE
CITYWIDE JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: Community Coordinator	Salary: \$60,000.00 Annually
Office Title: Urban Planner	Work Location: One Centre Street, NY, NY 10007
Division/Work Unit: Land Use	Work Hours: 35 Hours per week. Evening and weekend work may be required.

JOB DESCRIPTION

Manhattan Borough President Gale Brewer seeks an Urban Planner to be part of her collaborative, energetic and innovative team. The prospective staff member must be committed to seeking out new and better ways for the office to connect with, and deliver for, Manhattan's diverse neighborhoods, communities and constituents. The Urban Planner under the supervision of the Borough President's Director of Land Use will work with staff to implement a shared vision of progressive policies, and community-based planning.

Responsibilities will include; but are not limited to:

- Tracking, evaluating and making recommendations on land use applications to the City Planning Commission, the Landmark Preservation Commission, the Board of Standards and Appeals, and other City entities;
- Researching and monitoring community-specific land use matters and borough-wide issues;
- Collaborating with other office units to identify and address emerging planning issues;
- Developing self-initiated policy proposals and projects;
- Serving as a resource for planning information and assistance to community boards;
- Representing the MBPO at community meetings on land use matters;
- Communicating with elected officials during the public review process;
- Testifying on behalf of the Borough President at various City agency hearings; and
- Responding to information requests from the public.

MINIMUM QUALIFICATIONS

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

PREFERRED QUALIFICATIONS

- A baccalaureate degree or master's degree in Urban Planning and/or related discipline.
- Experience with government, civic or community-based organizations.
- Excellent written and verbal communication skills in English and Spanish.
- Ability to work independently to complete assignments in a timely manner.
- Strong familiarity with New York City government and its public review process.
- Familiarity with Manhattan neighborhoods, especially Uptown or Northern Manhattan.
- Strong research, writing, analytical, communication, interpersonal, and organizational skills.
- Proficiency in all MS Office software products; strong database and GIS skills preferred.
- Being comfortable with a flexible schedule and occasional long work hours
- The ability to work well under pressure and deadlines.

TO APPLY

Interested candidates must do the following steps:

1. Email a cover letter and resume in a word or PDF document to: resumes@manhattanbp.nyc.gov with “**URBAN PLANNER**” in the subject line, **AND**
2. **Non-City Employees:** Apply to position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for **Job ID# 466421**

City Employees: Apply via Employee Self-Service (ESS). Click on recruiting Activities>Careers and search for **Job ID# 466421**

Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The Office of the Manhattan Borough President is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, gay/lesbian/bisexual/transgender people, people with disabilities, and veterans are encouraged to apply.

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

The City of New York is an Equal Employment Opportunity Employer

POST DATE: JUNE 24, 2021