

**The City of New York
 Mayor's Office of Environmental Coordination
 100 Gold Street – 2nd Floor
 New York, NY 10038
 CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Administrative City Planner	Level: M-2
Business Title: Senior Policy Advisor	Title Code: 10053
Bureau: Mayor's Office of Environmental Coordination	Salary: \$54,740.00 – \$146,276.00 (annual)
Division:	Number of Positions: 1
Work Location: 100 Gold Street, Manhattan, NY	Hours/Shift: 9AM – 5PM

JOB DESCRIPTION:

The Mayor's Office of Environmental Coordination (MOEC) seeks a Senior Policy Advisor who will report to the Director and have responsibility for ongoing implementation of NYC's Green Building Law (Local Law 86). Specific responsibilities include ensuring that the law and related regulations are current and consistent with other relevant standards; advising agencies and other entities when the law is applicable; ensuring completion of required reports; providing training; and representing MOEC, as appropriate, with members of the public and other interested parties on Local Law 86. In addition, the incumbent will contribute relevant expertise to the environmental review process, including providing leadership on the incorporation of relevant topics such as climate change, greenhouse gas emissions, and related issues into the CEQR process and guidance. The selected candidate will also perform related duties as requested.

MINIMUM QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college and four (4) years of full-time experience in city planning, at least eighteen (18) months of which must have been in a managerial capacity; or
2. Education and/or experience which is equivalent to "1" above. However, a baccalaureate degree and eighteen (18) months of managerial experience in city planning is required of all candidates. Graduate work leading to an advanced degree in city planning or related field may be substituted for up to two (2) years of the non-managerial experience on a year-for-year basis. Graduation from an accredited United States law school may be substituted for two (2) years of non-managerial experience.

Preferred Skills

1. Excellent interpersonal, organizational, written and oral communications skills, familiarity with New York City government and geography are highly desirable.
2. Specific expertise or demonstrated experience in one or more of the following areas is a plus: sustainable design, architecture, green projects, LEED certification, climate change, and greenhouse gas emissions.
3. Computer literacy a must.

TO APPLY, PLEASE SUBMIT A COVER LETTER AND A COPY OF YOUR RESUME BY E-MAIL ONLY TO:

**Robert R. Kulikowski, Ph.D., Director
 Mayor's Office of Environmental Coordination
 100 Gold Street – 2nd Floor
 New York, NY 10038
 rkulikowski@cityhall.nyc.gov**

Post Date: March 21, 2013

Post Until: