

2022 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DCAS

DIVISION

Real Estate Services

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FAX

AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Citywide Administrative Services (DCAS) makes city government work for all New Yorkers. Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the resources and support needed to succeed, including:

Recruiting, hiring, and training City employees
Managing 55 public buildings
Acquiring, selling, and leasing City property
Purchasing over \$1 billion in goods and services for City agencies
Overseeing the greenest municipal vehicle fleet in the country
Leading the City's efforts to reduce carbon emissions from government operations

UNIT DESCRIPTION (Max characters 1000)

The Real Estate Services (RES) line of the Department of Citywide Administrative Services (DCAS) is the real estate arm of the City of New York and consists of five distinct units: Portfolio Planning and Management (PPM), Leasing and Acquisitions, Design & Project Management (D&PM), Planning and Dispositions, and Financial Services. The RES line of Service meets the different real estate needs of City agencies including: lease negotiation, architectural design and project management, acquisition and disposition of real estate, zoning and land use analyses, enforcement of space standards in office design, and overseeing the equitable allocation of over 22 million square feet of privately owned leased space and approximately 15 million square feet of City-owned space for agency use. The Planning and Dispositions Unit is responsible for the oversight of the City's real estate portfolio, and the disposition of surplus City property.

POSITION TITLE (Max characters 100)

Land Use Planning Graduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Conducting reviews of the DCAS real estate inventory for generating revenue or to be offered to other City agencies.
- Performing research to support the implementation of agency goals.
- Reviewing and providing edits to ACS, DFTA, DSNY, NYPD and other City Agencies for Acquisition/Site Selection ULURP applications.
- Drafting environmental review analyses and documents required for select City discretionary actions.
- Preparing advanced GIS analyses and GIS maps.

- Data reconciliation efforts.
- Use City databases and other resources to further the planning and land use goals of the City.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Students enrolled in master's degrees in city planning or regional planning, public administration, related fields; and real estate background.

Candidates with New York City government experience, as well as land use experience in NYC zoning, ULURP applications and CEQR documents.

Students familiar with Microsoft Office, including Access and/or computer graphics knowledge, intermediate to advanced GIS, especially ESRI ArcGIS skills, good written, oral and interpersonal communication skills.

APPLICATION PROCESS (Max characters 700)

Please email resume and cover letter to Real Estate Services Chief of Staff Samantha Villella at svillella@dcas.nyc.gov

SALARY RANGE

\$18/hr

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

2 positions are available

<https://www1.nyc.gov/site/dcas/employment/internship-opportunities.page>