



Office Title: EARD Team Leader	Civil Service Title: City Planner
Level: 3	Salary Range: \$73,294 - \$84,288
Division / Work Unit: EARD	Number of Positions: 2
Job ID: 551398	Hours / Shift: Monday – Friday (9:30am -5:30pm)
Position Status: Full-Time / Permanent	Application Deadline: Until Filled
DISCLAIMER: The NYC Department of City Planning does not offer Sponsorship, of any kind, for any type of employment opportunity.	

MUST BE SERVING PERMANENTLY IN THE TITLE OF CITY PLANNER OR REACHABLE ON THE CITY PLANNER CIVIL SERVICE LIST EXAM 1112

THE AGENCY:

The Department of City Planning (DCP) plans for the strategic growth and development of the City through ground-up planning with communities, the development of land use policies and zoning regulations applicable citywide and sharing its perspectives on growth and community needs with sister agencies in collaboration with the Office of Management and Budget (OMB).

DCP’s six strategic objectives include: (a) catalyze long-term neighborhood improvement through integrated planning and targeted accompanying public investments; (b) encourage housing production, affordability, and quality; (c) promote economic development and job growth; (d) enhance resiliency and sustainability of neighborhoods; (e) ensure integrity, timeliness and responsiveness in land use reviews; and, (f) supply objective data and expertise to a broad range of planning functions and stakeholders.

Central to its mission, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications. The Department also works closely with OMB in developing the Ten-Year Capital Strategy, and helping administer the Neighborhood Development Fund, geared toward ensuring that growing neighborhoods undergoing rezoning have accompanying infrastructure investments.

The New York City Department of City Planning is a great place to work – cultivating intellectual inspiration, professional development and creativity. Visit our website at www.nyc.gov/planning to access the full listing of job opportunities and to learn more about our great agency.

THE DIVISION:

The Environmental Assessment and Review Division (EARD) is responsible for preparing and reviewing City Environmental Quality Review (CEQR) applications for the City Planning Commission. The Division coordinates the review of CEQR applications between DCP and other government agencies and conducts CEQR reviews,

including the review and preparation of draft and final Environmental Impact Statements. In addition, the Division prepares final CEQR determinations, letters and memos; and provides technical assistance in the preparation and submission of applications.

THE POSITION:

The Division is seeking a project management Team Leader to support the efficient preparation, analysis and review of CEQR applications. The position is an opportunity to work closely with DCP staff throughout the agency, interagency CEQR teams, and project teams to analyze and disclose potential environmental impacts related to discretionary land use actions. The candidate should possess strong communication and problem-solving skills; an ability to grasp complex policy issues; and a desire to contribute to an engaging, collaborative team environment.

Under the supervision of the Deputy Director and Director, with latitude for independent judgment, the candidate will be expected to perform work including – but not limited to – the following:

- Supervise EARD staff in the review and analysis of CEQR applications to determine the potential for significant adverse impacts in the areas identified in the CEQR Technical Manual;
- Oversee the production of project managers' work, ensuring that it is completed thoroughly and consistent with guidelines and timeframes set forth by SEQRA, City of New York Rules of Procedures and CEQR.
- Train and mentor project managers. Work collaboratively to develop and implement training programs related to rules, guidelines and timeframes set forth by State Environmental Quality Review Act (SEQRA), City of New York Rules of Procedures and CEQR.
- Identify and monitor team members' strengths and areas of improvement, in support of the formal performance evaluation process; participate in the hiring process, as needed;
- Prepare and review CEQR applications, including Environmental Assessment Statements (EAS) and Environmental Impact Statements (EIS), as needed;
- Work closely with staff and CEQR applicants to aid in the preparation and submission of CEQR applications to the Department;
- Coordinate inter- and intra- agency technical reviews related to the preparation and review of CEQR applications. Conduct meetings to resolve issues and recommend solution strategies;
- Prepare CEQR determinations and other letters and memos as needed;
- Communicate effectively with staff and other stakeholders, as needed;
- Perform related tasks.

PREFERRED SKILLS

- Experience managing, coaching or supervising staff.
- Strong interpersonal skills, including the ability to work effectively with different personalities and roles and a solution-oriented attitude.
- Excellent research, analytical and organizational skills.
- Demonstrated writing, editing, and oral communication skills.
- Proven ability to complete tasks in a timely fashion under minimal supervision and manage multiple projects simultaneously.
- Familiarity with environmental regulations, the CEQR Technical Manual and the New York City Zoning Resolution.

MINIMUM REQUIREMENTS: Authorization to work in the United States is required for this position. **NYC Department of City Planning does not provide sponsorship for international employees.** Applicants are responsible for ensuring that they meet all minimum qualifying requirements for this position, at the time of application.

1. A baccalaureate degree from an accredited college or university and two years of satisfactory full-time experience in city planning; or

2. A satisfactory combination of education and/or experience that is equivalent to "1" above. Graduate education in city planning, urban planning, urban design, architecture, landscape architecture, transportation engineering, public administration, economic development or related fields may be substituted for experience on the basis of 30 graduate semester credits from an accredited college for one year of experience. However, all candidates must have a baccalaureate degree.

Special Qualification Requirements

Assignment Level III

To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

Assignment Level IV

To be eligible for placement in Assignment Level IV, individuals must have, after meeting the minimum requirements, two additional years of professional experience as described in "2" above.

TO APPLY: All applications must be submitted through ESS

City Employees

1. Log in to ESS.
2. Search for job ID number: **551398**
3. Click on the job business title: **EARD Team Leader**
4. Click on "Apply Now" at the bottom of the posting

Non-City Employees – Please visit: <https://www1.nyc.gov/jobs/> and follow the steps below:

1. Search for job ID number: **551398**
2. Click on the job business title: **EARD Team Leader**
3. Click on "Apply Now" at the bottom of the posting

Only applicants under consideration will be contacted. Appointments are subject to Office of Management and Budget (OMB) approval.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

PLEASE NOTE: New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with a Human Capital representative.

THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.