



<b>Office Title:</b> Program Manager	<b>Civil Service Title:</b> City Planner
<b>Level:</b> 2	<b>Salary Range:</b> \$73,393 - \$84,401* <i>*For Incumbents with 2 or more years of City Service</i>
<b>Division / Work Unit:</b> Capital Planning	<b>Number of Positions:</b> 1
<b>Job ID:</b> 638698	<b>Hours / Shift:</b> Mon – Fri (9am – 5pm)
<b>Position Status:</b> Full-Time / Permanent	<b>Application Deadline:</b> Until Filled
<b>DISCLAIMER:</b> 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).

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](http://www.nyc.gov/planning) to access the full listing of job opportunities and to learn more about our great agency.

**THE DIVISION**

The Capital Planning team works to foster more collaborative and equitable capital planning through data analytics, technology, and strategic coordination with agency partners.

City agencies are planning to invest over \$142 billion in New York City’s infrastructure and buildings over the next decade. The Capital Planning team supports City agencies as they strategically plan their facility siting and infrastructure investment. We do this by reforming existing processes, developing capital investment programs, and disseminating data-driven planning analytics. We are responsible for integrating planning perspectives into the City’s capital budget planning and decision-making processes.

Our work supports the City’s capital investment in a variety of key ways:

- We work alongside planners in the City’s capital agencies and DCP’s borough offices to shape specific projects that complement neighborhood plans through the management of a \$1+ billion Neighborhood Development Fund.

- We inform capital budget priorities by jointly developing the City's [Ten-Year Capital Strategy](#) with OMB and evaluating the effect that capital investments have on neighborhoods with an eye towards growth and equity.
- We inform and support how partner agencies approach facilities planning, such as providing the School Construction Authority with data inputs and insights for school seat need planning, ensuring that the appropriate community facilities data is used for environmental review, and compiling agency needs for inclusion in the [Citywide Statement of Needs](#).
- We foster the use of technology tools in integrated capital planning decisions, including the [NYC Facilities Explorer](#), to improve collaboration and outcomes.

We are a tight-knit team of planners, analysts, management consultants, policy advisors, and technologists operating in a fast-paced environment to fundamentally improve capital planning, budget prioritization, and decision-making in support of top City priorities.

## **THE ROLE**

Capital Planning is seeking a motivated, entrepreneurial, and intellectually curious Program Manager to lead our neighborhood and facilities planning practices, particularly focused on coordination of the Neighborhood Development Fund and supporting the City Charter mandated Citywide Statement of Needs report. The Program Manager will further develop new initiatives to improve capital planning at the neighborhood and citywide level, inform how capital agencies plan for growth and equity, and serve as a key thought partner in citywide capital strategy.

The role requires frequent collaboration across multiple stakeholders at senior levels:

- DCP divisions – including the five borough offices; Population; Housing and Economic Development; Waterfront and Open Space; and Planning Coordination
- Capital agencies – including the Department of Environmental Protection; the Department of Housing Preservation & Development; the Department of Parks & Recreation; the Department of Transportation; the Economic Development Corporation; and the School Construction Authority
- Mayor's Office of Management and Budget
- Mayor's Office of Operations
- Various Deputy Mayors' policy teams

## **MAIN RESPONSIBILITIES**

- Develop a work program for neighborhood-level capital strategies informed by capital budget analytics, neighborhood needs, and policy priorities; leveraging existing work to date, including frameworks used to advance the City's Neighborhood Development Fund in neighborhood studies
- Drive process reform in how the City approaches its facility space needs
- Support the annual production and publication of the Citywide Statement of Needs report
- Contribute and occasionally lead the Capital Planning Forum, a quarterly series of convenings that bring senior leaders of various capital agencies together to foster discussion and action on more coordinated planning amongst City agencies
- Inform the development of the Ten-Year Capital Strategy, which is NYC's vision for capital spending over the next decade, developed in collaboration with OMB and over 20 City agencies with a focus on data-driven capital prioritization frameworks that include equity and resiliency
- Support agency-specific capital planning processes to help drive more consistent data-driven decision-making through data analysis, accessible data tools, and promoting DCP expertise amongst City agencies
- Inform capital program priorities by collecting and coordinating on different agencies' capital initiatives with a geographic focus and mapping current and proposed capital projects to better plan jointly across agencies
- Provide further support on analysis, stakeholder engagement, and project management as needed

## PREFERRED SKILLS

- Influence and persuasion skills to make an impact with senior stakeholders across agencies
  - Demonstrated ability to take initiative and act as a change agent by applying independent judgment to resolve complex problems
  - Demonstrated ability to work well in teams with staff and a variety of agency stakeholders
  - Demonstrated ability to facilitate meetings effectively and inclusively
  - Demonstrated commitment to equity; ideally experience executing on projects that enhance equitable outcomes for underserved populations
  - Familiarity, if not expertise, in core concepts of planning, infrastructure, demography, and/or other community development concepts
  - Exceptionally strong organizational, project management, and analytical skills
  - Excellent written and oral communication and presentation skills
  - Proficiency in Microsoft Office Suite – including PowerPoint and Excel
  - Proficiency with mapping and analysis, and/or SQL
  - Familiarity with Tableau
  - Previous experience in local, state or federal government infrastructure projects or policy is welcome
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## 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.

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**TO APPLY:** All applications must be submitted through the NYC Careers / ESS Website

Click [here](#), or visit: <https://www1.nyc.gov/jobs/> and follow the steps below:

1. Search for job ID number: **638698**
  2. Click on the job business title: **Program Manager**
  3. Click on "Apply" at the bottom of the posting
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Only applicants under consideration will be contacted. Appointments are subject to Office of Management and Budget (OMB) approval. Authorization to work in the United States is required for this position.

***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 Recruitment representative.***

***The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.***

#### **55-a Program**

***This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.***

***As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at [nyc.gov/studentloans](https://nyc.gov/studentloans).***

***This position may be eligible for remote work up to 2 days per week, pursuant to the Remote Work Pilot Program agreed to between the City and DC37.***

**NOTE: If you would like to request a reasonable accommodation during your visit or have questions regarding the accessibility of our facilities, please reach out to [accessibilityinfo@planning.nyc.gov](mailto:accessibilityinfo@planning.nyc.gov) or call 212-720-3508 at least three business days prior to your arrival.**