



2024 NYC Summer Internship Program Application Form

Agency: Department of Citywide Administrative Services (DCAS)

Division: Real Estate Services (RES)- Planning, Dispositions, & Property Management

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Agency Description

DCAS's mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies — what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York.

Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical 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.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at nyc.gov/dcas to learn more about the work we do.

Unit Description

RES consists of five distinct units: Portfolio Planning and Management (PPM), Leasing and Acquisitions, Design & Project Management (D&PM), Planning, Dispositions & Property Management, 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, condominium management, 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 15 million square feet of City-owned space for agency use.

The Planning group within the Planning, Dispositions & Property Management unit provides critical functions for DCAS's operation such as oversight of the City's real estate portfolio, including tracking, records maintenance, evaluation, and reallocation of the 15,000 tax lots owned by the City. It supports other agencies with their land use applications for the acquisition and site selection of space for new facilities. It provides research and guidance on land use matters and the process to implement real estate transactions. Planning also supports PDPM's other critical functions, which include the sale of surplus City property and the management of a portfolio of more than 400 agreements (lease, license, permit or concession) for use of City-owned real property by private users. These agreements generate over \$40 million in annual revenue.

Position Title Land Use Records Intern

Internship Responsibilities

The Land Use Records Intern will play a key role in establishing and implementing a process for digitizing and cataloging historic land use application documents that DCAS and its predecessor agency, Department of General Services, submitted to the City Planning Commission from the 1970's to the 2010's. This detail-oriented function will provide the candidate with an intimate look into the City's Uniform Land Use Review Procedure (ULURP), and hands-on experience organizing a large paper file collection into a searchable digital collection on a Sharepoint site.

The intern will also work alongside PDPM's team of City Planners and assist them in a wide variety of tasks, including but not limited to:

- Preparing and reviewing current ULURP applications in the City's digital application portal on behalf of DCAS' sister agencies to help meet their real estate needs;
- Researching and updating records on the use of city-owned and leased property; and searching the City-owned property portfolio in response to new agency facility needs and to answer queries from City Hall and DCAS leadership.

Qualifications/Special Skills/Area of Study

The ideal candidate is a graduate student in library science, data systems and analytics, public administration, real estate, urban planning, or related fields.

Application Process

To apply:

Please email your cover letter and resume in (.doc or pdf format) to Kerry Lowe at: klowe@dcas.nyc.gov.

Please write "**Summer Internship – RES-PDPM Summer Intern**" in the subject line.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

You will be contacted if selected for an interview.

Salary Range \$21.00/ per hour – Graduate Intern

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

Internships are available between May and September for a maximum duration of thirteen (13) weeks.

nyc.gov/dcassip