MANHATTAN BOROUGH PRESIDENT'S OFFICE
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Administrative City Planner	**Level: Managerial, L1**
Office Title: Urban Planner	**Salary: $52,000-$57,000**
Division/Work Unit: Land Use	**Work Location: One Centre Street, NY, NY**
Work Hours: 35 Hours per week. Evening and weekend hours may be required.	**Number of Positions: 1**

JOB DESCRIPTION

Manhattan Borough President Gale Brewer seeks an **Urban Planner** to be part of her collaborative, energetic and innovative team. The prospective staff member must be committed to seeking out new and better ways for the office to connect with, and deliver for, Manhattan's diverse neighborhoods, communities and constituents. The Urban Planner under the supervision of the Borough President's Director of Land Use will work with staff to implement a shared vision of progressive policies, and community-based planning.

Responsibilities will include; but are not limited to:

- Tracking, evaluating and making recommendations on land use applications to the City Planning Commission, the Landmark Preservation Commission, the Board of Standards and Appeals, and other City entities;
- Researching and monitoring community-specific land use matters and borough-wide issues;
- Collaborating with other office units to identify and address emerging planning issues;
- Developing self-initiated policy proposals and projects;
- Serving as a resource for planning information and assistance to community boards;
- Representing the MBPO at community meetings on land use matters;
- Communicating with elected officials during the public review process;
- Testifying on behalf of the Borough President at various City agency hearings; and
- Responding to information requests from the public.

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 advance 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 KNOWLEDGE/SKILLS/ABILITIES

- A baccalaureate degree or master's degree in Urban Planning and/or related discipline.
- Experience with government, civic or community-based organizations.
- Demonstrated writing and oral communication skills.
- Ability to work independently to complete assignments in a timely manner.
- Strong familiarity with New York City government and its public review process.
- Familiarity with Manhattan neighborhoods.
- Strong research, writing, analytical, communication, interpersonal, and organizational skills.
- Proficiency in all MS Office software products; strong database and GIS skills preferred.
- Being comfortable with a flexible schedule and occasional long work hours
- The ability to work well under pressure and deadlines.

TO APPLY

Interested candidates should apply by doing the following:

Email a cover letter and resume in a word or PDF document to: **resumes@manhattanbp.nyc.gov** with **"Urban Planner"** in the subject line and applying for position on the NYC Careers website, https://a127-jobs.nyc.gov and search for Job ID# 201789.

The Office of the Manhattan Borough President is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, gay/lesbian/bisexual/transgender people, people with disabilities, and veterans are encouraged to apply.

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

POSTING DATE: July 24, 2015	**POST UNTIL: August 7, 2015**