

**MANHATTAN BOROUGH PRESIDENT'S OFFICE
JOB VACANCY NOTICE**

Office Title: Director of Land Use and Planning	Salary: \$100,000 to \$125, 000 annually Commensurate with experience
Division/Work Unit: Land Use and Planning	Work Location: David N. Dinkins Municipal Building 1 Centre Street, 19th Floor, New York, NY 10007
Work Hours: 35 Hours per week. Evening and weekend work may be required.	

JOB DESCRIPTION

Manhattan Borough President Mark Levine seeks a Director of Land Use and Planning (Director) to be part of his collaborative, energetic and innovative team. The Director will be part of the Office of the Manhattan Borough President's (MBPO) senior team.

The Director of Land Use and Planning will be responsible for executing the MBPO's urban development agenda in partnership with the senior team and reviewing and guiding the course of action for each project that falls under ULURP. The Director will manage all aspects of the Borough President's land use and planning team, including leading a unit of urban planners, a topographical bureau, a consulting engineer and other professional staff.

The ideal candidate for this position will have advanced knowledge of planning concepts and the unique land use challenges and opportunities of New York City, the ability to conduct in depth analysis of all land use and planning issues coming before the MBPO, experience conducting negotiations, strong written and verbal communication skills, strong interpersonal skills, and a deep commitment to the issues that affect our residents, including housing scarcity, tenants' rights, public health, equity in our schools, transit, parks, and housing.

The Director of Land Use and Planning will report to the Deputy Borough President.

Responsibilities will include, but are not limited to:

- Envision and execute the MBPO's urban development agenda in partnership with the rest of the senior team
- Oversee the review and evaluation of land use proposals to the City Planning Commission, Landmark Preservation Commission, Board of Standards and Appeals, and other government entities, as well as the development of recommendations that are consistent with the Borough President's priorities, sound planning principles, analysis of environmental impacts, and community concerns
- Supervise and manage all urban planners, including creating work plans, setting deadlines, providing technical and policy guidance for/to the planners in order to ensure high-quality and timely review of land use proposals
- Supervise and manage the Manhattan Topographical Bureau staff and oversee all services provided through the bureau; manage relationships with consulting engineers and other professional staff
- In coordination with the Director of Community Affairs, provide land use and planning technical support for Community Boards, constituents, and advocacy groups as needed
- Guide planners on special projects or reports, including creating outlines, data analysis, and managing progress of assigned projects; create and document processes to provide consistency and high-quality land use deliverables
- Provide land use input on inter-unit or office-wide projects, initiatives and reports
- Prepare land use policy reports, briefing materials, and testimony; coordinate with Communications Unit on press quotes, talking points, and other public facing materials
- Represent the Borough President on other Boards and advisory councils as appropriate, and in meetings with developers, advocates, community groups and other interested parties
- Represent the Borough President at events and meetings throughout the borough to advance the MBPO's agenda

MINIMUM QUALIFICATIONS

- A baccalaureate degree from an accredited college and 8 years of experience in community work or community centered activities in an area related to the duties described above, with at least 3 years in a supervisory capacity.

PREFERRED QUALIFICATIONS

- A master's degree in Urban Planning and/or related discipline
- Comprehensive knowledge of New York City government, zoning and land use decision-making process (i.e. ULURP, CEQR, etc.)
- Experience working collaboratively at a senior level and strong interpersonal skills
- Demonstrated ability to effectively engage diverse stakeholders toward shaping proposals, problem-solving and/or developing mutual understanding, especially as part of the land use process
- Comprehensive knowledge of Manhattan's diverse neighborhoods and communities
- Knowledge of major New York City development issues
- Excellent written and verbal communication skills
- The ability to work well under pressure and deadlines as well as prioritize tasks
- Ability to work some weekends and evenings as needed
- Proven ability to manage, motivate and train staff
- Ability to work well with communities with diverse interests and needs
- Demonstrated ability to build relationships with key stakeholders, community groups and individuals
- Proficiency in all MS Office software products; strong database and GIS skills preferred
- Literacy in Spanish or Chinese is a plus
- A demonstrated commitment to the mission, vision and values expressed by the Manhattan Borough President

TO APPLY

Interested candidates must do the following steps:

1. Email a cover letter and resume in a word or PDF document to: resume@manhattanbp.nyc.gov with "**DIRECTOR OF LAND USE AND PLANNING**" in the subject line, **AND** apply for position on the **CITYJOBS** Website:
2. City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>, Click on Recruiting Activities/Careers and search for **JOB ID# 683542**
Non-City Applicants may apply by going to <https://cityjobs.nyc.gov> and search for **JOB ID# 683542**

ADDITIONAL INFORMATION

Submission of an application package is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

New York City residency is required within 90 days of appointment

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.

The City of New York and the Manhattan Borough President's Office 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.