

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

<b>CIVIL SERVICE TITLE: Administrative City Planner</b>	<b>Level: Managerial, L3</b>
<b>Office Title: Deputy Director of Land Use</b>	<b>Salary: \$85,000-\$90,000</b>
<b>Division/Work Unit: Land Use</b>	<b>Work Location: One Centre Street, NY, NY 10007</b>
<b>Work Hours: 35 hours per week. Evening and weekend work may be required.</b>	<b>Number of Positions: 1</b>

**JOB DESCRIPTION**

The Office of Manhattan Borough President Gale A. Brewer seeks to hire a ***Deputy Director of Land Use***. The Deputy Director of Land Use reports to the Director of Land Use and will be responsible for reviewing and determining, with the Director, including to but not limited to the course of action for each project that falls under ULURP. The Deputy Director will be responsible for assisting the Director with managing all aspects of the Borough President's planning office, including leading a unit comprised of urban planners, a topographical bureau, a consulting engineer and other professional staff.

The successful candidate for this position will have advanced knowledge of planning concepts and be able to conduct in depth analysis of all land use issues coming before the Manhattan Borough President. S/he will write reports, conduct negotiations, and advise the Borough President on all pertinent issues.

The position requires the ability to work quickly and to handle multiple projects at the same time. It requires knowledge of New York City and its many land use challenges and opportunities.

**Major responsibilities include:**

- Assisting Director in overseeing 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 based on the borough presidents' policies, sound planning principles, analysis of environmental impacts, and community concerns;
- Assisting Director in supervising and managing 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;
- Creating planner training materials to provide consistency and high-quality land use deliverables;
- Guiding planners on special project or reports, including creating outlines, data analysis, and managing progress as assigned;
- Assisting Director in providing land use input on inter-unit or office-wide projects, initiatives and reports;
- Sharing with the Director the administrative tasks involved in managing the Land Use Unit;
- Representing Borough President on other Boards and advisory councils as appropriate, and in meetings with developers, advocates, community groups and other interested parties; and
- Preparing land use policy reports, briefing materials, and testimony;
- Managing services provided through the Manhattan Topographical Bureau;
- Additional responsibilities including special projects as assigned by the Director, Borough President and/or Chief of Staff.

### MINIMUM QUALIFICATIONS

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 QUALIFICATIONS

- MS of urban planning or related discipline;  
3-5 years of experience with government, planning, preservation, housing, real estate or similar organizations; including supervisory experience
- Demonstrated commitment to public service;
- Comprehensive knowledge of New York City government, zoning and land use decision-making process (i.e. ULURP, CEQR, etc.);
- 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.
- Ability to direct and motivate others;
- Strong time management skills and ability to meet deadlines;
- Superior oral and written communication skills;
- Knowledge of major New York City development issues;
- Ability to work well with individuals and groups with diverse interests and needs;
- Ability to build relationships and influence others to achieve significant results; and
- Willingness to work some weekends and evenings to achieve significant results.

### TO APPLY

#### Interested candidates must do the following two (2) steps:

Email a cover letter and resume in a word or PDF document to: [resumes@manhattanbp.nyc.gov](mailto:resumes@manhattanbp.nyc.gov) with "DEPUTY DIRECTOR OF LAND USE" in the subject line, **AND**

1. **Non-City Employees:** Apply to position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for Job ID# **340067**
2. **City Employees:** Apply via Employee Self-Service (ESS). Click on recruiting Activities>Careers and search for Job ID# **340067**

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

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.

**The City of New York is an Equal Employment Opportunity Employer**