

MANHATTAN BOROUGH PRESIDENT'S OFFICE CITYWIDE JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Community Coordinator	Salary: \$65,000 - \$75,000 Annually
Office Title: Senior Urban Planner	Work Location: David N. Dinkins Municipal Building 1 Centre Street, 19th Floor, New York, NY 10007
Division/Work Unit: Land Use & Planning	Hours: 35 Hours per week. Evening and weekend work may be required.

JOB DESCRIPTION

Manhattan Borough President Mark Levine seeks a Senior Urban Planner to be part of his 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 Senior Urban Planner under the supervision of the Borough President's Director of Land Use & Planning 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 land use matters and identifying emerging planning issues in collaboration with other office units
- Developing self-initiated policy proposals and projects.
- Provide land use input on inter-unit or office-wide projects, initiatives, and reports.
- Serving as a resource for planning information and assistance to community boards.
- Representing the Borough President in meetings with developers, advocates, community groups, and other interested parties.
- 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.

MINIMUM QUALIFICATIONS

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

PREFERRED QUALIFICATIONS

- A master's degree in urban planning and/or related discipline.
- Understanding of New York City government, zoning, and land use decision making processes (ULURP, CEQR, LPC, BSA etc.).
- Excellent written and verbal communication skills.
- Ability to work independently to advance simultaneous projects and complete assignments in a timely manner.
- Familiarity with Manhattan neighborhoods.
- Five years of experience with government, planning, preservation, housing, real estate, or similar organizations
- 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 must do the following steps:

1. Email a cover letter and resume in a word or PDF document to:
resumes@manhattanbp.nyc.gov with **"SENIOR URBAN PLANNER"** in the subject line, **AND**
2. **Non-City Employees:** Apply to position on the NYC Careers website click, <https://a127-jobs.nyc.gov> and search for **Job Id#577054**

City Employees: Apply via Employee Self-Service (ESS). Click on recruiting Activities>Careers and search for **Job Id#577054**

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.