



## JOB VACANCY NOTICE

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**Office Title:** GIS & Data Analyst

**Salary:** \$70,000-\$80,000 (Annual)

**Civil Service Title:** Assistant to the President

**Title Code & Schedule:** 13210 – Full Time

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The Land Use Division conducts the Borough President's Charter mandate to review and propose recommendations on applications moving through the City's Uniform Land Use Review Procedure (ULURP). The Land Use Division also advises the Borough President on land use matters pertaining to the Borough President's policy and program initiatives, engages in comprehensive planning for the Borough, and provides technical support to Community Boards regarding land use issues and the public review process. The Office of the Brooklyn Borough President seeks a GIS & Data Analyst professional to join the Land Use Division. The analyst will report to the Director of Land Use in advancing the Borough President's policy initiatives. The position includes mapping and data analysis to consider land use matters before the Borough President in the Charter-mandated land use review process, collecting and analyzing data to enhance the Division's comprehensive planning efforts, supporting the Topographical Bureau's mapping operations, and analyzing data to inform the development of new policies. The GIS and Data Analyst will be expected to:

- Work with staff to meet project needs for geospatial data, spatial analysis, and mapping.
- Map community needs and demographics for policy areas as they emerge.
- Review data, reports, conduct analyses, and evaluate data from multiple sources to inform land use, program, and policy decisions.
- Curate, manage, and maintain data critical to the Office of the Borough President's operations, and collaborate on the agency's data strategy.
- Demonstrated technical experience using ArcGIS and Microsoft Excel.
- Analyzing and mapping demographic, economic, and health data from a variety of sources including the U.S. Decennial Census and American Community Survey.
- Propose additional ways to use mapping and data-driven decision-making to enhance the work of the Borough President's Office.
- Provide technical assistance to Community Boards.
- Must be flexible to work evenings and weekends, as necessary.

### **Minimum Qualifications Requirements**

1. A baccalaureate degree from an accredited college in either Computer Science, planning, Surveying, or a related field; and two years of satisfactory full-time professional experience in the areas listed in "1" above; or

2. A satisfactory combination of education and/or experience equivalent to "1", or above. However, all candidates must have at least two years of full-time experience as described in "1" above.

### **Preferred Skills**

- Experience conducting policy reviews or analyses for a government or non-profit organization.
- Excellent project and data management skills and ability to meet deadlines, while balancing long-term projects and immediate requests.
- Effective communication skills (written, verbal, and presentation), research, organizational, and reasoning skills.
- Ability to work without supervision, take initiative, and collaborate effectively with others.
- Experience with or interest in community-based planning and neighborhood development issues, and Community Boards, civic associations, and neighborhood groups.
- Familiarity with New York City government, development, and housing issues; land use planning and policy; zoning; and the Uniform Land Use Review Procedure.
- Experience with or interest in cartographic/data design best practices, data literacy, quality, accessibility, and promoting data best practices are a plus.
- Experience with or interest in other tools and technologies such as SketchUp, SPSS, Carto, R, Python, Leaflet, SAS, and Adobe Creative Suite is a plus, along with experience navigating large datasets.

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**To apply:** Submit a resume, cover letter, and the contact information for three professional references to [BKBPHR@brooklynbp.nyc.gov](mailto:BKBPHR@brooklynbp.nyc.gov) with the subject line "GIS and Data Analyst." Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

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The City of New York 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. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to apply for a job because of your disability. You can request reasonable accommodations from the EEO office at [BKBPEEO@brooklynbp.nyc.gov](mailto:BKBPEEO@brooklynbp.nyc.gov).

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 deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. This requirement must be met by your date of hire unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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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 [Public Service Loan Forgiveness | Federal Student Aid](#).

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**Post Date:** April 27, 2022

**Post Until:** Until Filled

**JVN #:** 012-22-009

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