



## JOB VACANCY NOTICE

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**Office Title:** Planner

**Salary:** \$64,543- New City Employees  
\$69,603- 2 years of City service

**Civil Service Title:** Research & Liaison Coordinator

**Title Code & Schedule:** 13196 – Full Time

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The Brooklyn Borough President's Office Land Use Division (LUD) conducts the Borough President's Charter mandate to review and make recommendations on applications moving through the City's Uniform Land Use Review Procedure (ULURP). The LUD also advises the Borough President on land use matters as they relate to the Borough President's policy and program initiatives. The LUD engages in comprehensive planning for the Borough and provides technical support to Community Boards regarding land use issues and the public review process. The BBP Office seeks a talented Planner to work collaboratively with the LUD. The planner will report to the Director of Land Use and is required to attend ULURP hearings, and community board meetings and maintain regular communication with board leadership and applicants regarding projects in the land use review process. The planner will also work closely with the agency's Topographical unit on various assignments and address research. Must be flexible to work nights and/or weekends, as necessary. The ideal candidate will be responsible for the following:

- Writing and editing ULURP recommendations, tracking and managing upcoming applications in the Department of City Planning's Zoning Application Portal (ZAP), developing agendas, and managing logistics for land use hearings (in-person, remote, and hybrid).
- Provide technical expertise for reviewing ULURP documents, including conducting land use research, reviewing maps, site plans, zoning documents, real estate documents, and City Environmental Quality Review CEQR documents.
- Reviews housing, transportation, environmental, land use, and other planning proposals to ensure compliance with governmental regulations and policies.
- Interface with the public and ULURP applicants and liaise between ULURP applicants and Borough Hall.
- Represent the Borough President and Land Use Division at public meetings and forums.
- Provide planning and land use technical assistance to Community Boards.
- Collaborate with other Borough Hall teams, as necessary.
- Conduct address research, process payments, and indexing of completed and pending maps for the Topographical unit.
- Provide administrative and customer-facing work as needed.

### **Minimum Qualifications Requirements**

1. A baccalaureate degree from an accredited college and at least two years of satisfactory full-time experience in city planning; or

2. A satisfactory combination of education and/or experience that is equivalent to "1" above. Graduate education in city planning, urban planning, urban design, architecture, landscape architecture, transportation engineering, public administration, economic development, or related fields may be substituted for up to two years of experience, based on 30 graduate semester credits from an accredited college for one year of experience. However, all candidates must have a baccalaureate degree.

### **Preferred Skills**

- Thorough knowledge of New York City government, development, and housing issues, land use planning, policy, zoning; and the Uniform Land Use Review Procedure.
- Excellent project management skills and ability to meet deadlines.
- Strong written, verbal, research, and presentation skills.
- Experience with community-based planning and neighborhood development issues, Community Boards, civic associations, and neighborhood groups.
- Ability to work independently, take initiative, and collaborate effectively with others.
- Experience with GIS, Adobe Creative Suite, and Microsoft Office applications, including Excel and PowerPoint.

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

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.

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:** July 5, 2022

**Post Until:** Until Filled

**JVN #:** 012-22-005

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