

Job Details

Job ID:	431732	# of Positions:	1
Business Title:	SENIOR PLANNER FOR PURPOSE BUILT SHELTER		
Civil Service Title:	ASSOCIATE HOUSING DEVELOPMENT	Title Code No:	22508
Title Classification:	Competitive	Level:	00
Job Category:	Communications & Intergovernmental Affairs, Policy, Research & Analysis, Social Services		
Proposed Salary Range:	\$74,650.00 - \$ 85,847.00 (Annual)		
Career Level:	Experienced (non-manager)		
Work Location:	33 Beaver St, New York NY		
Division/Work Unit:	Capacity, Planning & Development		

Job Description

The Division of Capacity Planning and Development (CPD) is responsible for procuring new shelter development for the Agency, and is the lead division responsible for the implementation of the Mayor's Turning the Tide plan focused on the development of ninety new shelters in five years, and twenty-five nonprofit owned and developed Purpose Built Shelters. In order to continue to meet these goals, CPD seeks to expand its current staffing to include the role of Deputy Directors. Under the direction of the Assistant Commissioner for Purpose Built Shelters, the Senior Planner for Purpose Built Shelters will support the Assistant Commissioner for Purpose Built Shelters and the Division in serving as a technical resource to provide guidance in the areas of urban planning, zoning & land use, design, environmental review, and sustainability, and managing external vendors contracted by the agency to provide technical services in those areas.

Duties and Responsibilities

The Deputy Director's duties and responsibilities include:

- Provide technical analysis on specific projects in the areas of urban planning, zoning & land use, building design, environmental review, and sustainability at all phases of a project to the Division and Unit to ensure that projects meet specific policy goals, including managing any external vendors contracted to provide the expertise in these areas; Assess and resolve complex problems in the above areas as it relates to specific project issues
- Manage the pipeline of projects requiring coordination with other City and State agencies that require competitive procurement for disposition of City owned land under an RFP or RFEI where specific responsibilities will include drafting and advising on such documents as well as reviewing submissions;
- Act as the Agency lead liaison for coordinating projects that require disposition of City or State-owned land or buildings, or that have unusually sensitive land use issues that requires particular expertise.
- Conduct research and analysis related to Purpose Built Shelter programmatic terms as relates to building design, accessibility requirements, and sustainability.
- Initiate and manage special projects as assigned by Divisional leadership, including the development of trackers, maintenance of automated data, and identifying ways to streamline workflows of the Division as it relates to the areas of building design, accessibility requirements, and sustainability; may include

presentations to both nonprofit and developer communities on new initiatives related to capacity development (10%)

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college or university and three years of full-time satisfactory professional experience in the development, appraisal, financing, negotiation, or disposition of real estate, or in real estate law, or in urban planning or analytical or coordination work related to housing programs; or
 2. A four year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and seven years of full-time satisfactory experience as described in "1" above; or
 3. A satisfactory combination of education and/or experience which is equivalent to "1" or "2" above. Graduate study in the field of urban studies, city planning, business or public administration, finance, architecture, engineering or other related fields may be substituted for up to one year of the required experience on the basis of 30 credits equaling one year of experience. Graduation from an accredited law school may be substituted for one year of the required experience. However, all candidates must have at least two years of experience as described above.
-

Additional Information

****LOAN FORGIVENESS**

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DSS/HRA/DHS qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the programs other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

In addition, the Human Resources Administration/Department of Social Services offers competitive salaries and the following benefits:

- Generous Pension Plans (The New York Employees' Retirement System);
- 401(k) and ROTH Retirement Savings Programs;
- U.S. Savings Bonds Flexible Spending Program;
- Health Benefits, Dental, Vision Coverage, Prescription Drug Program;
- Training and Professional Development;
- Opportunity for Scholarship; College Savings Program;
- Paid Holidays and Generous Annual Leave

To Apply

IF YOU ARE HIRED PROVISIONALLY IN THIS TITLE, YOU MUST TAKE AND PASS THE CIVIL SERVICE EXAM, WHEN IT BECOMES AVAILABLE, TO BE ELIGIBLE FOR CONTINUED EMPLOYMENT.

THIS POSITION IS OPEN TO QUALIFIED PERSONS WITH A DISABILITY WHO ARE ELIGIBLE FOR THE 55-A PROGRAM. PLEASE INDICATE IN YOUR COVER LETTER THAT YOU WOULD LIKE TO BE CONSIDERED FOR THE POSITION UNDER THE 55-A PROGRAM.

CLICK "APPLY NOW" BUTTON.

Hours/Shift

Monday – Friday 9am – 5pm

Work Location

33 Beaver St, New York NY 10004

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE:

02/03/2020

POST UNTIL:

02/17/2020