

**MANHATTAN COMMUNITY BOARD 1
CITYWIDE JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: Community Coordinator	Salary: \$55,000.00 - \$60,000.00 Annually
Office Title: Director of Planning & Land Use	Work Location: One Centre Street, NY, NY 10007
Division/Work Unit: Manhattan Community Board 1	Work Hours: 35 Hours per week. Evening work will be required. Weekend work is rare.

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. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

JOB DESCRIPTION

Manhattan Community Board 1 (CB 1) seeks a collaborative, energetic and innovative team member to serve as their Director of Planning & Land Use. The prospective staff member must be committed to working with experts and the greater community to build partnerships and plans that will serve the people of Lower Manhattan. Under the supervision of the District Manager, the Director of Planning & Land Use will work with staff and members of CB 1 to understand and respond to proposals including, but not limited to land use, parks & open space, resiliency, brownfield remediation, and affordable housing.

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 community-specific land use matters and limited borough-wide issues;
- Developing self-initiated policy proposals and projects;
- Serving as a resource for planning information and assistance to community board members;
- Representing CB 1 at community meetings on land use matters;
- Communicating with elected officials during the public review process;
- Contributing to the well-functioning of the CB 1 office (FMS, shared website management, responding to general public inquiries)
- Writing letters, testimony, and resolutions as official CB 1 communications with outside individuals and entities;
- Testifying on behalf of the CB 1t 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 baccalaureate degree or master's degree in Urban Planning and/or related discipline.
- Experience with government, civic or community-based organizations.
- Excellent written and verbal communication skills in English, speakers of Cantonese and/or Mandarin are encouraged to apply.
- Ability to work independently to complete assignments in a timely manner.
- Strong familiarity with New York City government and its public review process.
- Familiarity with Lower Manhattan neighborhoods.
- Strong research, writing, analytical, communication, interpersonal, and organizational skills.
- Proficiency in all MS Office/Google 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: info@mcbl1.nyc with “**Director of Planning & Land Use**” in the subject line, **AND**
2. Apply for the position on the NYC Careers Website:
 - Non-City Applicants may apply by going to www.nyc.gov/careers/search and searching for **Job ID #539400**
 - City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess> and clicking on Recruiting Activities/Careers and search for **Job ID #539400**

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.