



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT

ANTONIO REYNOSO

Brooklyn Borough President

JOB VACANCY NOTICE

Office Title: Director of Land Use

Salary: \$95,000-\$110,000

Civil Service Title: Assistant to the President

Title Code & Schedule: 13210 - Full-Time

The Brooklyn Borough President's Office seeks a Director of Land Use and Topography to lead a team responsible for carrying out the Borough President's Charter mandates to review and make recommendations on applications moving through the City's Uniform Land Use Review Procedure (ULURP) process, maintain the City Map for the Borough of Brooklyn and assign and maintain a record of street addresses through the Office's Topographical Bureau. The department also advises the Borough President on land use matters as they relate 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 Director will report to the Deputy Chief of Staff for Policy and is required to run ULURP hearings, attend various community board meetings and maintain regular communication with board leadership and applicants regarding projects in the land use review process; undertake special land use projects as they relate to the Borough President's policy priorities; and lead the Borough President's comprehensive planning initiative. The Director will manage the work of the Topographical Bureau to fulfill their Charter mandates. The Director will also work closely with other departments in the agency as projects require interdepartmental collaboration.

Responsibilities:

- Manage a small team of land use and mapping professionals and direct the work of the department and staff's individual workplans; manage the work of department fellows and interns.
- Manage the Office's ULURP recommendation submissions and coordination of the ULURP project pipeline.
- Conduct public outreach for and issue updates to the Borough President's comprehensive land use plan.
- Direct and manage special land use, data, and mapping projects and studies.
- Review ULURP applications, including conducting land use research and reviewing maps, site plans, zoning documents, real estate documents, and City Environmental Quality Review (CEQR) documents.
- Interface with the public and ULURP applicants and liaise between ULURP applicants and Borough Hall.
- Represent the Borough President at public meetings and forums.
- Provide planning and land use technical assistance to Community Boards.

Required Skills and Qualifications:

1. A baccalaureate degree from an accredited college and eight (8) years of full-time experience in planning, design, community work, research, investigations, and/or studies related to urban design and development programs; or
2. Education and/or experience equivalent to "1" above. However, a baccalaureate degree is required of all candidates. Graduate work leading to an advanced degree in architecture, urban design, or city planning may be substituted for the one year of experience described above.

Preferred Skills:

- A minimum of two years of management experience is preferred.
- Thorough knowledge of New York City government, development, and housing issues; land use planning, policy, and zoning; and the Uniform Land Use Review Procedure.
- Knowledge of the Borough of Brooklyn and its communities.
- Commitment to and experience with community-based planning and civic engagement; experience with neighborhood development issues, community boards, civic associations, and neighborhood groups.
- Excellent project management skills and ability to meet deadlines.
- Strong written, verbal, research, and presentation skills.
- Ability to take initiative and collaborate effectively with others. Flexibility and willingness to adapt to changing needs, utilizing sound judgment in decision making, and centering respect and accountability to internal and external partners.
- Experience with GIS, Adobe Creative Suite, and Microsoft Office applications, including Excel and PowerPoint.

To apply: Submit a resume, cover letter, and the contact information for three professional references to BKBPHR@brooklynbp.nyc.gov with the subject line "Director of Land Use and Topography." Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The Office of the Brooklyn Borough President is an Equal Opportunity Employer and is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, LGBTQIA+ people with disabilities, and veterans are encouraged to apply. 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 access job openings or apply for a job on this site because of your disability. You can request reasonable accommodations from the EEO office at BKBPEEO@brooklynbp.nyc.gov The City of New York is an Equal Employment Opportunity Employer.

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.

Post Date: January 8, 2024

Post Until: Until Filled

JVN #: 012-005-024
