

Administrative Land Use Coordinator for the Division of Planning and Pre-Development

About the Agency:

The New York City Department of Housing Preservation & Development (HPD) promotes quality and affordability in the city's housing, and diversity and strength in the city's neighborhoods because every New Yorker deserves a safe, affordable place to live in a neighborhood they love.

- We maintain building and resident safety and health
- We create opportunities for New Yorkers through housing affordability
- We engage New Yorkers to build and sustain neighborhood strength and diversity.

HPD is entrusted with fulfilling these objectives through the goals and strategies of "Housing Our Neighbors: A Blueprint for Housing and Homelessness," Mayor Adams' comprehensive housing framework. To support this important work, the administration has committed \$5 billion in new capital funding, bringing the 10-year planned investment in housing to \$22 billion—the largest in the city's history. This investment, coupled with a commitment to reduce administrative and regulatory barriers, is a multi-pronged strategy to tackle New York City's complex housing crisis, by addressing homelessness and housing instability, promoting economic stability and mobility, increasing homeownership opportunities, improving health and safety, and increasing opportunities for equitable growth.

Your Team:

The Office of Neighborhood Strategies (ONS) is charged with ensuring that HPD's development and preservation efforts are guided by meaningful community engagement and coordinated with public investments in infrastructure and services, as put forth in the Mayor's Housing Plan.

ONS is composed of two divisions and a cross-divisional unit reporting to the Deputy Commissioner:

- **The Division of Planning & Predevelopment (P&P)** is central to developing and managing HPD's housing production pipeline from project proposal phases through the land use review and entitlement process, to ensure that HPD's investments contribute to building strong, healthy, resilient neighborhoods in all five boroughs.
- **The Division of Neighborhood Development & Stabilization (ND&S)** leads the agency's commitment to neighborhood planning and strategic preservation through engagement with tenants, landlords, community leaders, and neighborhood stakeholders as we work to enable strong and healthy neighborhoods anchored by affordable housing.
- **The Strategic Initiatives Unit** leads special ONS initiatives and provides essential technical, planning, and policy support to staff and the Deputy Commissioner of Neighborhood Strategies.

Your Impact:

As the Administrative Land Use Coordinator for the Land Use and Policy team, you will support the team that oversees the use and intended disposition strategy of HPD's vacant land inventory. You will provide

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administrative coordination regarding City owned sites and facilitate license agreements for predevelopment work.

Your Role:

Reporting to the Deputy Director, your role will be to handle day-to-day operations and logistics, assist the unit's Executive Director and Deputy Director, and contribute to program work. This position offers the opportunity to learn about affordable housing and planning while acquiring professional skills in a dynamic and collaborative office environment.

Your Responsibilities:

- Coordinate with planning staff and other units within HPD to acquire proper documentation from developers for license agreements to complete activities on land under HPD's jurisdiction; submitting and processing fees to Fiscal; maintaining up-to-date paper and electronic files on license agreements.
- Support the Executive Director of Land Use and Policy and Deputy Director with administrative needs and clerical support, including scheduling meetings, drafting correspondence, photocopying, filing, and data input.
- Prepare information including maps and charts for site visits; participate in site visits.
- Coordinate with other units within HPD regarding HPD sites, including Property Management, Development, and Legal Affairs.
- Inspect sites as needed to ensure proper maintenance and use.
- Special projects of interest to and proposed by the candidate will also be considered.

Preferred skills

- Interest in community development, urban planning, or affordable housing.
- Strong organizational skills; efficient and detail-oriented.
- Ability to work independently, take initiative, and work effectively with others.
- Advanced computing skills including competency in full Microsoft Office Suite, especially Word, Excel and PowerPoint; proficiency in Adobe; an interest/talent for visual presentation are a plus.
- Strong interpersonal and communication skills. Excellent writing and editing skills.
- Willingness to visit and inspect sites across the City.
- 1-2 years of applicable experience working in a fast-paced and dynamic environment preferred.

How to Apply:

Please go online and apply at www.nyc.gov/careers . Search for **JOB ID# 583831**

City Employees: Apply through the Employee Self Service portal (ESS) at www.nyc.gov/ess. Search for **JOB ID# 583831**

Salary range for this position is: \$57,000 - \$62,215

NOTE: Only those candidates under consideration will be contacted.

NYC residency **required**