

# Deputy Director for the Neighborhood Planning Unit

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## **About the Agency:**

The New York City Department of Housing Preservation and Development (HPD) is the nation's largest municipal housing preservation and development agency. Its mission is to promote quality housing and diverse, thriving neighborhoods for New Yorkers through loan and development programs for new affordable housing, preservation of the affordability of the existing housing stock, enforcement of housing quality standards, and educational programs for tenants and building owners. HPD is tasked with fulfilling Mayor de Blasio's Housing New York Plan which was recently expanded and accelerated through Housing New York 2.0 to complete the initial goal of 200,000 homes two years ahead of schedule by 2022, and achieve an additional 100,000 homes over the following four years, for a total of 300,000 homes by 2026.

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## **Your Team:**

The Office of Neighborhood Strategies 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.

## **Your Impact:**

The goal of the Division of Neighborhood Development and Stabilization is to ensure that HPD investments are leveraging and incentivizing other public and private investments to achieve broader community objectives that strengthen the social, economic, and physical health of neighborhoods. The Neighborhood Planning Unit partners with other HPD divisions, City and State agencies, local stakeholders, and community-based organizations to facilitate comprehensive, community-based planning processes and produce neighborhood housing plans and policies.

## **Your Role:**

Your role will be to create, train, and manage a team of energetic, thoughtful, and engaged planners.

You will undertake neighborhood planning studies and develop implementation strategies in collaboration with other HPD teams as well as analyze complex neighborhood issues at the intersection of urban planning, politics, and policy, and advocating for new programs and policies to address the unmet needs of tenants and homeowners. You will coordinate and relationship-build with community-based organizations, elected officials, and government agencies.

You will be working with Senior Planners and Planners to troubleshoot and navigate complex planning issues as they arise in projects as well as serve as team leader on projects involving multiple project managers, including reviewing work deliverables of planning team prior to Director sign-off. You will advise the Director on policy issues and potential solutions and assist the Director with creating, implementing, and maintaining clear operational procedures; and at the discretion of the Director, represent the agency and Neighborhood Planning team at public meetings and forums.

All planners in the Planning Division are expected to perform similar duties and responsibilities to ensure a flexible and multi-disciplined team. This includes partnering with Predevelopment Planners in the request for proposals review and selection process, working collaboratively with the Borough Planners on neighborhood planning efforts, and coordinating with other NYC agencies such as the Economic Development Corporation, Department of City Planning, for- and non- profit housing and community developers, Community Boards and local organizations, public officials, and neighborhood residents through the predevelopment process.

**Your Responsibilities:**

Minimum 4-5 years in urban planning and preferably practical application of real estate principles in finance and/or development.

**Preferred skills:**

- Thorough knowledge of New York City government and housing issues.
  - Knowledge of zoning, land use planning, and regulatory requirements.
  - Successful experience working with community boards, civic associations, and neighborhood groups.
  - Experience with community-based planning and neighborhood development issues.
  - Experience conducting studies, writing reports, and facilitating meetings with community and interagency partners.
  - Ability to work independently, take initiative, and work effectively with others.
  - Excellent research, analytical, writing, and public speaking skills.
  - Demonstrated ability to meet deadlines and manage multiple projects in a timely manner.
  - Proficiency in GIS, Adobe Creative Suite, and Microsoft Office applications, including Excel and PowerPoint.
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