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Executive Assistant

Department of City Planning

New York, New York

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THE AGENCY: The Department of City Planning (DCP) promotes strategic growth, transit-oriented development and sustainable communities to enhance quality of life in the City, in part by initiating comprehensive, consensus- based planning and zoning changes for individual neighborhoods and business districts, as well as establishing policies and zoning regulations applicable citywide. It supports the City Planning Commission and each year reviews approximately 450 land use applications for actions such as zoning changes, special permits and other discretionary approvals. The Department assists both government agencies and the public by providing policy analysis and technical assistance relating to housing, transportation, community facilities, demography, waterfront and public space. **THE DIVISION:** The Strategic Planning Division is responsible for the coordination of the Department's strategic planning initiatives and policies. It provides policy guidance to the agency, leads certain citywide initiatives, provides support for neighborhood planning initiatives and application review led by DCPs borough offices, and coordinates the activities of the following divisions: Housing, Economic, and Infrastructure Planning; Waterfront and Open Space; Zoning; Urban Design; and Transportation. **THE JOB:** Under supervision, performs moderately difficult secretarial and administrative work and other related general office duties, with latitude for independent judgment. This position reports to the Deputy Executive Director for Strategic Planning, but is responsible for general administrative support to Strategic Planning and the other co-located divisions (Waterfront and Open Space; Housing, Economic and Infrastructure Planning; Population; and Regional Planning), including but not limited to the following: Performs administrative work, including managing the Deputy Executive Director's calendar, scheduling appointments for Strategic Planning and related divisions, answering routine questions and other general office work, including distribution of mail. Utilizing Microsoft Office, performs complex word processing assignments and routine spreadsheet and database management, involving independent performance of work, such as setting up and/or performing assignments which require the application of other than standard document or file formats; performs data entry functions. Reviews and corrects typed material to ensure correct spelling, syllabification, punctuation, and proper format. Maintains and orders office supplies and materials. Provides administrative support for the Consolidated Plan, and for management and tracking of Waterfront Revitalization Program applications. Helps

with Reception coverage and other tasks or projects as assigned.

Minimum Qual Requirements

Qualification Requirements 1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or 2. Education and/or experience which is equivalent to "1" above.

Preferred Skills

? Proven experience as an administrative or executive assistant handling all administrative aspects of supporting a senior manager. Extensive experience with office software, including Word, Excel, Outlook, and Access. Strong verbal/written communication and interpersonal skills. Flawless attention to detail and ability to handle multiple competing priorities; excellent organizational skills. Demonstrated ability to perform complex assignments utilizing automated office systems. Pleasant phone manner and demonstrated ability to build professional rapport with the general public, other agencies and internal staff.

To Apply

Click on Apply Now at the bottom of the posting. Please be advised only candidates under consideration will be contacted. Appointments are subject to Office of Management and Budget (OMB) approval. Authorization to work in the United States is required for this position. Sponsorship is not available for this position. THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.

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.

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