



OFFICE OF THE STATEN ISLAND BOROUGH PRESIDENT

JOB VACANCY NOTICE

Office Title: Director of Land Use

Salary: \$58,700 to \$161,534 (Annual)

(Minimum to Maximum)

Civil Service Title: Administrative Architect/ML 1

Title Code & Schedule: 10004/Full Time

The Staten Island Borough President's Office is seeking a Director of Land Use. The primary role of the position is to oversee the planning office and to assist the Borough President in planning for the growth, improvement, and development of the Borough. The position will provide leadership and policy discretion for land use duties and the Topographical Bureau, and compiling information for consulting engineer briefings, constituents, agencies, design professionals and other industry-related inquiries.

Role and Responsibilities:

- Responsible for crafting long-term strategy that advances and preserves the unique character of Staten Island's diversified communities. Provide technical assistance and solutions to planning issues for public and private development proposals.
- Advise the Borough President regarding zoning and building code issues, variance requests, applications subject to NYC Uniform Land Use Review Procedure (ULURP), capital improvement projects, and related NYC and NYS Agency operating procedures and regulatory requirements.
- Helps oversee Topographical Bureau regarding coordination of development applications, capital projects, agency requests, street status inquiries, street waiver information, map interpretation and administration, public street easements, flood zone determinations, Bluebelt land assessments, rezoning applications, and review of house numbers issued by the Topographical Bureau.
- Review, analyze, and write recommendations for all Borough applications subject to ULURP and NYC Board of Standards and Appeals (BSA) actions.
- Constituent support navigating regulations and proper agency jurisdictions.
- Develop division policies for the efficient and accurate delivery of services to the industry.
- Support SIBP staff and public to address land use-related concerns.
- Provide technical assistance to community boards and Borough Board including review of Resolutions for land use-related votes.

Minimum Required Skills and Qualifications:

- A valid New York State Registration as an Architect and six (6) years of satisfactory full-time paid experience in architectural work, with at least two (2) years of satisfactory full-time experience in an administrative, managerial or executive capacity. A current registration as an architect must be maintained for the duration of your employment.
- Administrative, managerial or executive work experience must include the authority to make critical decisions about matters of significance.
- Experience and knowledge of NYC Land Use Process, Building and Fire Codes, Zoning Resolution, and other applicable codes and standards developed through both private and public sector positions.
- Ability to work well under pressure and prioritize tasks.
- An experienced facilitator adept at working with people, policies, and processes to develop functional solutions to complex government, and community planning issues.

To apply: Submit a resume, cover letter, and the contact information for three professional references to hdemauro@statenilandusa.com with the subject "Administrative Architect". Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

Post Date: 2/10/2023

Post Until: Until Filled

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.

The City of New York 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.

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. [Student-Loans-PSLF \(nyc.gov\)](https://www.nyc.gov/studentsloans)