



Office of the Deputy Mayor for Housing & Economic Development
Senior Advisor, Land Use
Job ID Number: 19290

About the Office:

The Office of Housing & Economic Development oversees many of the City's capital, development, land use, and infrastructure agencies. A Senior Advisor to the Deputy Mayor for Housing & Economic Development will be responsible for managing the Deputy Mayor's land use portfolio and key land use initiatives. A Senior Advisor will oversee several of the City's neighborhood rezonings and zoning text amendments, as well as the following city agencies, commissions, boards and initiatives:

- Department of City Planning
- Landmarks Preservation Commission
- Board of Standards & Appeals
- Public Design Commission
- Build it Back

About the Role:

Under the direction of the Deputy Mayor and the Chief of Staff, a Senior Advisor will perform the following functions:

- Analysis and Advice – A Senior Advisor will perform qualitative and quantitative assessments of land use-related policy proposals such as rezoning and zoning text amendment in order to understand a variety of impacts, including feasibility. Based on that analysis, the Senior Advisor will make recommendations to the Deputy Mayor, the Chief of Staff, and other senior officials within the Mayor's Office.
- Project Management – A Senior Advisor, in coordination with appropriate City agencies, private and other governmental entities, will oversee land use and zoning-related projects during the planning and approval phase to ensure appropriate goals and timelines are met.
- Internal/External Stakeholder Communication – A Senior Advisor will act as a liaison with communities, community advocates, elected officials, and civic organizations to communicate on behalf of the Office of the Mayor and the Office of the Deputy Mayor. Communications responsibilities will also include identifying, organizing, and coordinating press announcements, press releases, events, and media strategies, and speaking requests.
- Agency Liaison – A Senior Advisor will serve as the primary liaison between agencies within his/her portfolio and the Office of the Deputy Mayor, to monitor projects, day-to-day issues, and long-term planning under the jurisdiction of the agencies.
- Interagency Oversight and Coordination – A Senior Advisor will coordinate with relevant agencies, boards, commissions, organizations, and institutions to pursue initiatives, meet project goals and timelines, review agency and interagency work products, coordinate communications and outreach strategies, and ensure positive and efficient relationships between all stakeholders. This may include coordination of outreach to non-housing and economic development agencies.

- Negotiations – A Senior Advisor, in coordination with appropriate agencies, will assist in negotiations with private entities and public sector partners to ensure the appropriate fulfillment of the City's interests, priorities and policy objectives, as well as the timely completion of projects and processes.
- Hiring and Appointments – A Senior Advisor will be responsible for assisting the Deputy Mayor and Chief of Staff with oversight of structural or organizational issues facing agencies within his/her portfolio, as well as advising on key hiring or appointments within those agencies.

Qualifications:

- Baccalaureate degree from an accredited college or university required; Master's Degree preferred
- 7+ years of work experience in a relevant field (or 5+ years of work experience with a Master's Degree)
- Excellent communication and interpersonal skills; Ability to navigate complex decision-making involving multiple stakeholder groups; Great judgment and effective and creative leadership ability
- Ability to work independently and within a fast-paced environment, as well as thrive in a collaborative and supportive team environment. Self-starter who positively contributes to a learning culture and collaborative team and is willing to perform the full range of tasks required in a dynamic and rapidly responsive organization.
- Ability to quickly absorb complex, technical documents and brief the Deputy Mayor and the Chief of Staff; Attention to detail and excellent organization skills
- Ability to establish productive and collaborative relationships with all levels of staff, inside and outside of the city and other governmental and non-governmental agencies
- Experience working with the agencies in the portfolio a strong plus
- Experience in dealing with regulatory bodies, the environmental review process and/or Uniform Land Use Review Procedure (ULURP) a strong plus
- Ability to take initiative, problem solve, prioritize duties, and balance competing priorities while paying close attention to detail, meeting deadlines and working well under pressure. Persistence and a pro-active, positive attitude.
- Excellent oral and written skills

Salary: Commensurate with experience.

To Apply: Please submit a resume, cover letter to [Candidate Application](#)

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers