

# City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org)

## JOB APPLICATIONS WANTED

**TITLE:** Planner

**LOCATION:** City of Ithaca - Department of Planning, Building, and Development

**SALARY:** \$44,354, with subsequent step increases to \$55,442 (35 hrs/wk)

The work involves responsibility for developing, implementing and managing municipal planning projects and processes. The incumbent performs a variety of professional planning activities and services either as project manager or support staff, including reviewing and evaluating site plan review applications for the Planning Board and zoning appeal applications for the Board of Zoning Appeals. The incumbent also conducts multifaceted research and analysis, community outreach, provides technical advice to municipal officials, and prepares applications for and administers grant funds. The work is performed under the general supervision of the Director of Planning and Development with considerable latitude allowed for the exercise of independent judgment in the performance of the work. Candidates with background in design, landscape architecture, environmental planning or environmental science are encouraged to apply.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in planning or a closely related field with similar course curriculum; or
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in planning, architecture, public administration, engineering, environmental studies or a related field and one (1) year of full-time paid experience, or its part-time paid and/or volunteer equivalent, in municipal, community or regional planning; or
- C. An equivalent combination of training and experience as defined by limits of (a) and (b).

**RESIDENCY REQUIREMENTS:** There are no residency requirements for this position.

**EXAM REQUIREMENTS:** A civil service exam will be given at a later date.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Copy of college transcript

All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by Wednesday, May 15, 2019 to:

City of Ithaca  
Human Resources Department  
108 East Green Street Ithaca, NY 14850  
(607) 274-6539  
<https://ithaca-portal.mycivilservice.com>



The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

Issued: April 25, 2019