

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

JOB APPLICATIONS WANTED

- TITLE:** Planner
- LOCATION:** City of Ithaca - Department of Planning, Building, and Development
- SALARY:** \$50,690 (40 hrs/wk), with subsequent annual step increases to \$63,361 (with additional yearly increases as negotiated by the CSEA union)

The City of Ithaca seeks a Planner to become part of our dynamic team. Significant private and public investment in our City over the last 10 years has resulted in hundreds of new housing units, new office and commercial space, several hotels, and the renovation of our award-winning downtown pedestrian mall. We are looking for an energetic and independent professional who will help us develop, implement and manage municipal planning projects and processes in this fast-paced environment. This position will serve as either a project manager or support staff to perform a variety of professional planning activities, including reviewing and evaluating site plan review applications for the Planning Board and zoning appeal applications for the Board of Zoning Appeals. The work also involves multifaceted research and analysis, community outreach, providing technical advice to municipal officials, and preparing and administering grants. 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.

Ithaca, NY is a mini metropolis surrounded by breathtaking rural lands and boasts an award winning outdoor pedestrian shopping area, magnificent waterfalls, numerous hiking trails, bustling and diverse dining options, professional theaters, world renowned museums and thought provoking public art. Ithaca is the home of Cornell University and Ithaca College and its multicultural community boasts representation from more than 90 countries.

Ithaca is a dynamic planning environment with an engaged public and a brisk real estate development market. Our government and staff are dedicated to tackling locally the national and global issues of urban living through both long range planning and strategic initiatives. Current projects include initiation of a City-wide Green New Deal, remediation and conversion of a former factory into a vibrant mixed use neighborhood, and development of a waterfront plan, zoning and design guidelines.

City employees enjoy outstanding benefits such as excellent health care, generous vacation and sick leave, ability to have flexible work schedules and a comprehensive retirement program including deferred compensation and participation in the New York State & Local Retirement System pension plan. The position is represented by the Civil Service Employees Association (CSEA), a labor union representing local and state employees since 1910.

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

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MINIMUM QUALIFICATIONS (continued):

- 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 transcripts

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.

Applications will be accepted until position is filled. Submit required application materials 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.

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