

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: Director of Planning and Development

LOCATION: City of Ithaca - Planning Department

SALARY: \$98,387, with subsequent increases to \$118,064

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.

POSITION DESCRIPTION: This is the principal administrative position of the Department of Planning, Building and Development. The Director of Planning and Development is responsible for planning, directing, managing and overseeing economic development, community development, environmental review, land use, code enforcement, historic preservation, neighborhood preservation, site plan review and design review programs, activities, operations and projects for the City of Ithaca. Additionally, the Director of Planning and Development serves as the Executive Director of the Ithaca Urban Renewal Agency. The work is managerial and administrative in nature, and involves the initiation, direction and coordination of work through subordinate managerial, supervisory and professional staff, including staff with specialized expertise. The Director of Planning and Development advises City officials and staff with regard to the physical development of the City of Ithaca, and performs direct professional and technical work on specific planning and development projects. The work is performed under the administrative direction of the Mayor, in accordance with existing laws, regulations, objectives, professional principles, and policies formulated by the Planning and Development Board and the Mayor. Supervision is exercised over managerial, supervisory, professional, technical and clerical staff, and work is assigned and delegated through subordinate supervisors. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in City, Regional or Urban Planning and four (4) years of full-time paid experience, or its part-time paid equivalent, in municipal, community or regional planning, two years of which must have been in a responsible supervisory capacity; or
- B. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Economic Development, Sociology, Economics, Urban Geography, Architecture, Landscape Architecture, Urban Policy, Government, Public Administration or a closely-related field with similar course curriculum and five (5) years of full-time paid experience, or its part-time paid equivalent, in municipal, community or regional planning, two years of which must have been in a responsible supervisory capacity; or
- C. Graduation from a regionally accredited or New York State registered college or university with a five year professional Bachelor's Degree in City, Regional or Urban planning and five (5) years of full-time paid experience, or its part-time paid equivalent, in municipal, community or regional planning, two years of which must have been in a responsible supervisory capacity; or
- D. An equivalent combination of training and experience as defined by the limits of A, B, and C above. Please note that this means that the minimum academic requirement is either a Master's Degree or a five-year professional Bachelor's Degree, and the minimum experiential requirements are at least four (4) years of municipal or regional planning experience and at least two (2) years of supervisory municipal or regional planning experience.

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

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

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy of college transcripts

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated below. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by January 27, 2022:

City of Ithaca
Human Resources Department
Web site: <https://ithaca-portal.mycivilservice.com>



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

Issued: December 17, 2021