

# City of Ithaca

Office of Human Resources / Civil Service

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

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## JOB APPLICATIONS WANTED

**TITLE:** PLANNER

**LOCATION:** City of Ithaca - Planning Department

**SALARY:** \$53,256, with subsequent increases to \$66,569

**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.**

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 a background in zoning and land use 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. Some of our current projects include implementation of Ithaca's Green New Deal to achieve carbon neutrality by 2030, remediation and conversion of a former factory into a mixed use neighborhood and transformation of the City's waterfront including conversion of a portion of NYS Rte 13 into an urban boulevard.

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.

The right candidate will have the option to work remotely or partially-remotely for the first 6 months, with a possibility of extension depending on department needs.

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**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 or 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 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 31, 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.

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