

# City of Ithaca

## Office of Human Resources / Civil Service

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

The City of Ithaca seeks a planner to become part of our professional team. This position will serve as either a project manager or support staff for 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. Candidates with experience or interest in land use and zoning are encouraged to apply. The position works alongside a dynamic team of professionals with expertise in planning, zoning, and landscape architecture, sustainability, historic preservation and economic development. The work is performed under the general supervision of the Director of Planning and Development and is based on a collaboratively-developed annual work program. The position has considerable latitude for the exercise of independent judgment in the performance of the work and may require the supervision of student interns, as needed.

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 university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in planning, architecture, landscape architecture, urban design, historic preservation, public administration, public policy, economic development, environmental studies or a closely related field with similar course curriculum; or

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**MINIMUM QUALIFICATIONS (continued):** Either:

- 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, landscape architecture, urban design, historic preservation, public administration, public policy, economic development, engineering, environmental studies or a closely related field with similar course curriculum 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.

**APPOINTMENT STATUS AND EXAM REQUIREMENT:** This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Copy of college transcripts

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.

Applications will be accepted until position is filled.

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.

Reissued: July 5, 2022