

# City of Ithaca

## Office of Human Resources / Civil Service

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### JOB APPLICATIONS WANTED

**TITLE:** Senior Planner

**LOCATION:** City of Ithaca - Planning, Building & Economic Development

**SALARY:** \$58,703, with subsequent increases to \$73,378

**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 an experienced planner to become part of our professional team. The position will take a leadership role in designing, developing, implementing and managing projects such as long range and strategic plans, housing studies, policy initiatives, plan updates and evaluation and internal process improvement. The incumbent will undertake multifaceted research and analysis, engage in community outreach, provide technical advice to municipal officials and prepare and administer grants. 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 requires the management of consultants and 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. 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.

**POSITION DESCRIPTION:** This is a professional planning position responsible for developing, implementing and managing complex or specialized municipal planning projects with minimal direction. Assignments may be in one or more specialty areas, including economic development, environmental planning, geographic information systems, neighborhood planning, quantitative methods, site plan review and/or zoning. 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 position of Senior Planner is distinguished from that of Planner by both the complexity and level of professional work performed, and the independence with which it is performed. 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. Supervision may be exercised over student interns. Does related work as required.

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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, 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 professional experience, or its part-time paid equivalent, in municipal, community or regional planning; 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, 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 two (2) years of full-time paid professional experience, or its part-time paid 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.

**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

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.

Applications 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.

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