

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: Assistant Planner

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

SALARY: \$49,624, with subsequent increases to \$62,031

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 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.

POSITION DESCRIPTION: The work involves responsibility for assisting with the development, implementation and management of municipal planning projects. An Assistant Planner participates in planning studies and the preparation of detailed reports by performing work that includes statistical research and analysis, physical plans, design plans, physical and/or environmental analyses of proposed projects, and/or community outreach. The work is performed under general supervision and close mentorship, and is intended to enable the Assistant Planner to develop sufficient professional planning skills and experience to become eligible for promotion to the position of Planner after one year. Supervision is not a responsibility of this position. Does related work as required.

MINIMUM QUALIFICATIONS: 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, community development, geography, urban studies, urban affairs, urban development, historic preservation, public administration, public policy, economic development, environmental studies or a closely related field with similar course curriculum.

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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 transcript

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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