

# City of Ithaca

## Office of Human Resources / Civil Service

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### JOB APPLICATIONS WANTED

- TITLE:** Planner - Temporary Position
- LOCATION:** City of Ithaca - Building, Planning, and Economic Development
- SALARY:** \$25 - \$30/hour depending on experience
- DURATION:** Up to six months, approximately 20 hours/week

**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 Department of Planning and Development is seeking a planner to work with our team on several short-term projects. The projects range from those involving FEMA's revised flood mapping, to researching enforcement options for short-term rental implementation. The position will be under the supervision of the Director to carry out a focused two-to-six-month workplan and will also involve working with staff from several disciplines.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of 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
- B. Possession of 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 or training and experience as defined by limits of (a) and (b).

**Note:** College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

**PREFERRED QUALIFICATIONS:** The ideal candidate should be a clear and effective communicator, skilled at research and analysis, and should be comfortable both working independently and in a small team, will have excellent organizational and problem-solving skills.

Partial remote work may be considered.

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

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Copy of high school and college transcripts
- Copy of resume and cover letter

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. Submit required application materials to:

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.