

# City of Ithaca

## Office of Human Resources / Civil Service

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### JOB APPLICATIONS WANTED

**TITLE:** Assistant Planner

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

**SALARY:** \$50,741, with subsequent increases to \$63,427

**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.**

**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:** Possession of 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.

**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.

**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.

To view the complete job description visit: <http://www.cityofithaca.org/302/Job-Descriptions>.

**APPLICATION MATERIALS REQUIRED:**

- City of Ithaca application
- Cover letter and resume
- 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.

Submit required application materials by June 14, 2023:

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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