

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: Planner
LOCATION: City of Ithaca - Planning, Building, and Economic Development
SALARY: \$54,454, with subsequent increases to \$68,067

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 developing, implementing and managing municipal planning projects. The incumbent performs a variety of professional planning activities and services either as project manager or support staff for planning projects. 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 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.

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.

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.