

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: Sustainability Planner

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

SALARY: \$54,454, with subsequent increases to \$64,664

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: This professional level position is responsible for the development, implementation and management of sustainability planning projects with special focus on the implementation of the Ithaca Green New Deal (IGND), which aims to achieve a City-wide equitable transition to carbon neutrality. The Sustainability Planner will work across departmental boundaries as either a project manager or support staff to plan and execute sustainability programs, including strategies to reduce carbon emissions and energy intensity, maximize energy efficiency and promote energy conservation, and promote environmental and social justice. The work involves multifaceted research and analysis, community outreach, providing technical advice to municipal officials, and preparing and administering grants. The work is performed under the general supervision of the Director of Sustainability with considerable latitude allowed for the exercise of independent professional judgment in the performance of the work. Supervision may be exercised over interns engaged in sustainability projects. The incumbent will perform all related duties as required.

MINIMUM QUALIFICATIONS:

- A. Possession of a Master's degree in Planning, Environmental Science, Engineering, Architecture, Public Administration, Business Management or a closely related field with similar course curriculum, or
- B. Possession of a Bachelor's degree in Planning, Environmental Science, Engineering, Architecture, Public Administration, Business Management 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, planning and executing sustainability programs; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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.

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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
- 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 September 15, 2023:

City of Ithaca
Human Resources Department
Web site: <https://ithaca-portal.mycivilservice.com>



We would love to have you on our team! We hope to hear from you soon!

Issued: August 8, 2023