

NOW HIRING: Planner



The City of Ithaca is now accepting applications for the position of Planner.

Location: City of Ithaca, NY
Department: Planning and Development
Classification: Competitive
FLSA Status: Non-Exempt
Bargaining Unit: Administrative Unit
Salary: \$55,679 - \$69,599

The City of Ithaca, NY is seeking a Planner to become part of our team. Ithaca is an exciting planning environment with an engaged public and brisk real estate development market. Our team is a dynamic group of professionals with expertise in planning, zoning, landscape architecture, sustainability, historic preservation and economic development. Our government and staff are dedicated to tackling the national and global issues of urban living locally, through both long-range planning and strategic initiatives. The position will serve as either a project manager or support staff for planning activities, including comprehensive and neighborhood planning and evaluation, land use policy amendments, and reviewing and evaluating development applications. Candidates with experience or interest in housing, land use and zoning are encouraged to apply.

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.

To view the complete job description, visit: [Planner](#).

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 of 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.

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.

Residency Requirements: There are no residency requirements for this position.

Benefits: Refer to the [Fringe Benefits/Labor Contracts](#) webpage and [2020-2024 Administrative Unit](#) collective bargaining agreement.

Supplemental Information:

- Computers are available for use by appointment. To schedule an appointment, contact the Department of Human Resources/Civil Service at (607) 274-6539 or by email to hr@cityofithaca.org.
- 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 is committed to the full inclusion of all qualified individuals. Consistent with the Americans with Disabilities Act (ADA) and the NYS Division of Human Rights (NYS DHR) it is the policy of the City to provide reasonable accommodation when requested without causing an undue hardship. If accommodation is needed, please call (607) 274 6539 or by email to hr@cityofithaca.org.

Application Materials Required:

- City of Ithaca application
- Copy of college transcript
- Cover letter and resume

Submit required application materials by November 22, 2024, to:

Web site: [\[https://ithaca-portal.mycivilservice.com\]](https://ithaca-portal.mycivilservice.com)

Attn: City of Ithaca

Human Resources Department



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 above. 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.

Ithaca is Gorges! We would love to have you on our team!

Issued: November 7, 2024