

# NOW HIRING

## Sustainability Planner



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

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**Location:** City of Ithaca, NY  
**Department:** Planning Department  
**Classification:** Competitive  
**FLSA Status:** Non-Exempt  
**Bargaining Unit:** Administrative  
**Salary:** \$62,638

**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.

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

### **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.

**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](#) webpage and [CSEA Administrative Unit collective bargaining unit](#).

**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 [hrdept@cityofithaca.org](mailto:hrdept@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 [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org).

**Application Materials Required:**

- City of Ithaca application
- Copy of college transcript

Applications will be accepted until August 20, 2025. Submit required application materials to:

**Web site:** <https://ithaca-portal.mycivilservice.com>

**Attn: City of Ithaca**

**Human Resources Department**

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!**



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