

# NOW HIRING

## ECONOMIC DEVELOPMENT SPECIALIST - REVISED



**The City of Ithaca is now accepting applications for the position of Economic Development Specialist.**

---

**Location:** City of Ithaca, NY  
**Department:** Planning & Development  
**Classification:** Competitive  
**Bargaining Unit:** Executive  
**Salary:** \$82,830 - \$94,661

The Department of Planning & Development seeks an economic development specialist to join our team. The position will support the City's economic development initiatives through business outreach, data and policy analysis, project coordination, and interagency collaboration. The incumbent will serve as a primary point of contact for existing and prospective businesses, providing guidance on City processes and connecting businesses with relevant resources, and act as a liaison to local, regional and state economic development organizations. Work will also involve developing and maintaining economic development data in an accessible and visually engaging format and conducting economic analyses to inform policies, initiatives, development proposals, and strategic planning efforts.

The position will collaborate internally with a group of dedicated and diverse professionals specializing in planning, sustainability and community development, as well as others across the organization to build an economic development lens into City projects programs and initiatives. Supervision of interns or volunteer may be assigned

Employment with the City offers excellent benefits and union representation, as described below, and supports work life balance with the offering of a hybrid work environment and flexible schedule.

To view the complete job description, visit: [Economic Development Specialist job description](#).

**Minimum Qualifications:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a master's degree in City, Regional or Urban Planning, Economics, Public Administration, Business, Marketing, Real Estate or a closely related field with similar course curriculum and one (1) year of full-time paid experience, or its part-time equivalent, in implementing economic development plans and projects, strategic planning, business communications, real estate or business development, or a related field; or
- B. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in City, Regional or Urban Planning, Economics, Public Administration, Business, Marketing, Real Estate or a closely related field with similar course curriculum and three (3) years of full-time paid experience, or its part-time equivalent, in implementing economic development plans and projects, strategic planning, business communications, real estate or business development, or a related field; or

C. An equivalent combination of training and experience as defined by the 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](#) webpage and [Executive Unit collective bargaining agreement](#).

**Supplemental Information:**

- 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 contact us by email using [hrdept@cityofithaca.org](mailto:hrdept@cityofithaca.org).

**Application Materials Required:**

- Cover Letter
- Resume
- City of Ithaca application
- Copy of college transcript

Applications will be accepted until March 27, 2026. 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!**

