



## Town of Ithaca Job Posting: Senior Planner

The Town is recruiting for a senior level professional planning position which would be responsible for the performance of a variety of moderately difficult and complex duties in municipal and community planning. This person, along with two other Senior Planners, assists the Director of Planning in implementing the functions of the Planning Department. The incumbent provides professional and technical support to various town boards and committees, prepares complex planning studies, reviews development proposals, and provides key development services, including consistent, timely, and accurate responses to inquiries regarding planning issues. The position requires an in-depth knowledge of NYS land use planning regulations, SEQRA, best planning practices in long-range development efforts, and the ability to present to a variety of audiences. Additionally, this position should have the desire to engage the development community to promote and ensure high-quality, equitable, strategic growth in accordance with the Town's Comprehensive Plan.

The Town of Ithaca is a mosaic of rural, suburban, and urban landscapes that surround the City of Ithaca. It is a college town, a farm town, a Finger Lakes community, and a tourist destination renowned for its scenic vistas, forested hillsides, gorges, waterfalls, and Cayuga Lake. Town Hall is located within the City of Ithaca at 215 N. Tioga Street. Town Hall includes several administrative offices and the Planning and Code Enforcement Departments. Public Works and Engineering Departments are located at 114 Seven Mile Drive. **Town of Ithaca strongly values a diverse and inclusive workforce. Town Board, Management and staff are committed to equity and inclusion and encourage those with similar values to apply.**

### **TYPICAL WORK ACTIVITIES: (for example including but not limited to)**

- Provides professional and technical support to the Town Planning Board, Town Planning Committee and Zoning Board of Appeals, and other additional boards and committees on planning issues, as assigned;
- Participates in the development review and plan review process;
- Analyzes development plans and projects, prepares written reports and environmental assessments;
- Provides technical support in implementing New York State's State Environmental Quality Review Act (SEQRA);
- Conducts complex analytical reports and planning studies;
- Develops proposals for policies, plans and projects.
- Responds to requests for information from the general public, town officials and staff on zoning and subdivision regulations, proposed developments and related planning issues;
- Assists in coordinating and administering programs that are developed with other planning and town staff;
- Prepares a variety of planning statistics, reports, maps and plans;

### **MINIMUM QUALIFICATIONS: EITHER**

(a) Graduation from a regionally accredited or New York State college or university with a master's degree in planning, urban geography, landscape architecture or a field closely related field **AND** two (2) years of professional work experience in municipal, community or regional planning, with one year of which must have involved supervisory responsibilities; **OR**

(b) Graduation from a regionally accredited (or New York State registered four-year college or university with a bachelor's degree in planning, urban geography, landscape architecture or a field closely related field **AND** four (4) years of professional work experience in municipal, community or regional planning, with one year of which must have involved supervisory responsibilities.

**To Apply submit county application at:** <https://www.tompkinscivilservice.org/civilservice/apply/8201>

*Scroll to bottom of the list to the Town of Ithaca listings. Please attach a cover letter and resume when filing your application.*

Questions regarding the online application program contact Tompkins Co. Civil Service 607-274-5526

**Filing deadline: Monday, November 20, 2023, by 4:00 pm**

Questions directed to: Judy Drake, Human Resources Manager (607) 273-1721 x115 or via email: [Jdrake@town.ithaca.ny.us](mailto:Jdrake@town.ithaca.ny.us)

**Civil Service Exam:** Yes – provisional appointment

**Hiring Rate:** \$40.05 per hour (\$78,097 annualizes) 2024 rates

**Office Location:** Town Hall, 215 N. Tioga Street, Ithaca

**Office Hours:** Monday – Friday, 8:00 am – 4:00 pm (37.5 hour work week)

**Benefits:** NYS Retirement System, Paid Holidays, Vacation, Sick and Personal time, Health Insurance, Dental and AFLAC insurance optional, Free Parking on site