

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 02/08/83
Revised: 10/15/91, 05/19/97, 10/11/00, 02/22/17, 09/07/22

DEPUTY DIRECTOR OF PLANNING AND DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for assisting the Director of Planning and Development with the general administration and supervision of the Planning Division, and for planning, developing, supervising and directly participating in economic development, community development, environmental review, land use, historic preservation, neighborhood preservation and site plan review strategies, programs, activities and projects for the City of Ithaca. The Deputy Director of Planning and Development serves as staff support to the Planning and Development Board and other boards and committees as assigned. The Deputy Director of Planning and Development serves as the Director of Planning and Development's representative as assigned and may assume the Director of Planning and Development's responsibilities in the Director's absence. The work is performed under the general direction of the Director of Planning and Development with considerable leeway allowed for the exercise of independent professional judgment in planning, organizing and directing various projects. Direct supervision may be exercised over professional and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews and supervises major development proposals with public and private sector developers;
Supervises and may prepare complex development plans and proposals, using understanding of state and local land use laws including site plan review, SEQRA, subdivision regulations, zoning and related laws and regulations in project review to further City's goals;
Supervises and may prepare planning and development strategies, programs and projects for the City; works with Director to analyze and recommend alternative planning and development strategies to the Mayor, Common Council and the Planning and Development Board;
Represents the City and may supervise other employees in negotiations and formulation of intermunicipal projects, programs and agreements;
Assists the Director with departmental administration including establishment of work program, setting of priorities, supervision of employees, and general administrative duties;
Prepares and supervises preparation of consultant contracts for various planning and environmental studies; solicits and evaluates proposals; acts as City representative during execution of contract; manages contracts and projects;
Supervises and may participate in the preparation of applications for federal, state and other grants and represents the City in negotiations with granting agencies;
Supervises and may prepare various planning and development studies including land use, neighborhood analyses, demographics, surveys, transportation planning and environmental studies;
Coordinates departmental project review and comprehensive planning activities with other City departments;
Acts as City or Departmental spokesperson in contact with the news media;
Meets with public, elected and appointed officials on planning and development projects, programs and strategies, project reviews, intermunicipal agreements, consultant contract administration, etc.;
Attends meetings of boards and committees as City representative in project review, grants and other related projects and programs; represents the City in discussions with developers, other municipalities, granting and reviewing agencies;
Serves as the Director of Planning and Development in the Director's absence and/or as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, techniques and terminology involved in city and regional planning; thorough knowledge of zoning and subdivision principles and requirements, with an understanding of their legal basis and the administration of regulatory controls; thorough knowledge of the sociological, economic, environmental, engineering, design and research factors involved in City planning; thorough knowledge of the principles, practices and terminology of land use planning, neighborhood analysis, demographics, landscape architecture and environmental studies; thorough knowledge of current methods for collecting, analyzing and interpreting statistical data; thorough knowledge of research methods and techniques; ability to make professional judgments requiring advanced technical knowledge and skills; ability to communicate ideas and deal effectively with community groups and others; ability to prepare clear and accurate reports and to make oral and written presentations of ideas; ability to plan and supervise the work of others; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Master's Degree in urban or regional planning, urban design, or economic development and five (5) years of full-time paid professional experience, or its part-time paid equivalent, in urban or regional planning or a closely related field; or
- B. Possession of a five year professional Bachelor's Degree in urban or regional planning and six (6) years of full-time paid professional experience, or its part-time paid equivalent, in urban or regional planning or a closely related field; or
- C. Possession of a Bachelor's Degree in urban or regional planning or a closely related field and eight (8) years of full-time paid professional experience, or its part-time paid equivalent, in urban or regional planning or a closely related field; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) 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.