

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 01/10/78
Revised: 10/15/91, 05/19/97, 11/14/14, 09/07/22

DIRECTOR OF PLANNING AND DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: This is the principal administrative position of the Department of Planning, Building and Development. The Director of Planning and Development is responsible for planning, directing, managing and overseeing economic development, community development, environmental review, land use, code enforcement, historic preservation, neighborhood preservation, site plan review and design review programs, activities, operations and projects for the City of Ithaca. Additionally, the Director of Planning and Development serves as the Executive Director of the Ithaca Urban Renewal Agency. The work is managerial and administrative in nature, and involves the initiation, direction and coordination of work through subordinate managerial, supervisory and professional staff, including staff with specialized expertise. The Director of Planning and Development advises City officials and staff with regard to the physical development of the City of Ithaca, and performs direct professional and technical work on specific planning and development projects. The work is performed under the administrative direction of the Mayor, in accordance with existing laws, regulations, objectives, professional principles, and policies formulated by the Planning and Development Board and the Mayor. Supervision is exercised over managerial, supervisory, professional, technical and clerical staff, and work is assigned and delegated through subordinate supervisors. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs and administratively supervises the activities, projects and daily operations of the planning, economic development and building divisions of the Department of Planning, Building and Development;
Manages department staff and resources to achieve goals and accomplish objectives;
Hires, develops, assigns, evaluates, promotes, disciplines and, as necessary, terminates subordinate personnel;
Prepares tentative budgets, manages departmental finances and recommends needed appropriations for planning, development and code enforcement projects and operations;
Prepares annual departmental work plan and oversees and manages departmental staff in accordance with its goals and provisions;
Reviews and supervises major development proposals with public and private sector developers; works with developers to assess and evaluate the feasibility and potential value of proposed projects; guides developers through municipal processes and financing avenues;
Makes decisions regarding desirability and prioritization of potential development projects; determines extent and scopes of studies needed;
Oversees and guides staff engaged in environmental reviews, subdivision reviews, site plan reviews, design reviews, and historic and neighborhood preservation analyses;
Administratively supervises staff engaged in the enforcement of federal, state and local building, housing and zoning codes, regulations and ordinances governing the construction, renovation, habitability, occupancy and use of commercial and residential property;
Oversees and guides staff engaged in annual capital project planning and the management and oversight of approved capital projects;
Administratively supervises the Ithaca Urban Renewal Agency;
Conducts or supervises the conduct of planning studies; prepares or supervises the preparation of a variety of planning statistics, data, plans, designs and reports;
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;
Represents the City at a variety of meetings and functions, and serves as City representative on a variety of boards and committees, and with funding agencies, developers, and public officials;

Typical Work Activities – continued

Either directly, or through subordinate staff, provides professional and technical staff support to Common Council and its subcommittees, the Planning and Development Board, Ithaca Urban Renewal Agency, Board of Zoning Appeals, Ithaca Landmarks Preservation Commission, Board of Public Works, Public Art Commission, Conservation Advisory Council, Bicycle/Pedestrian Advisory Council, Natural Areas Commission, Parks Commission, Board of Appeals on Building Code, Housing Board of Review, Examining Board of Electricians and related boards and commissions.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the purposes, principles, techniques and terminology involved in city and regional planning; thorough knowledge of the concepts, principles, practices, methods and terminology used in economic development 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 accepted methods and techniques for data collection and analysis, cost-benefit analysis and the interpretation and analysis of statistical data; thorough knowledge of the sociological, economic, environmental, engineering, design and research factors involved in city planning; thorough knowledge of grant writing, grant administration, granting agencies and strategies for incorporating grants into development projects; thorough knowledge of the planning, budgeting, administration, supervision and coordination of a municipal planning department; ability to make professional judgments requiring advanced technical knowledge and skills; ability to lead, plan, coordinate and direct departmental activities; ability to supervise, direct and train subordinate personnel; ability to prepare and interpret complex written and statistical material, including regulations; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative working relationships; ability to interact effectively and successfully with public officials, community groups, developers and the general public; 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 City, Regional or Urban Planning and four (4) years of full-time paid experience, or its part-time paid equivalent, in municipal, community or regional planning, two years of which must have been in a responsible supervisory capacity; or
- B. Possession of a Master's Degree in Economic Development, Sociology, Economics, Urban Geography, Architecture, Landscape Architecture, Urban Policy, Government, Public Administration or a closely-related field with similar course curriculum and five (5) years of full-time paid experience, or its part-time paid equivalent, in municipal, community or regional planning, two years of which must have been in a responsible supervisory capacity; or
- C. Possession of a five year professional Bachelor's Degree in City, Regional or Urban planning and five (5) years of full-time paid experience, or its part-time paid equivalent, in municipal, community or regional planning, two years of which must have been in a responsible supervisory capacity; or
- D. An equivalent combination of training and experience as defined by the limits of A, B, and C above. Please note that this means that the minimum academic requirement is either a Master's Degree or a five-year professional Bachelor's Degree, and the minimum experiential requirements are at least four (4) years of municipal or regional planning experience and at least two (2) years of supervisory municipal or regional planning experience.

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.