

Jurisdiction: City of Ithaca  
Jurisdictional Class: Competitive  
Adopted: 01/11/89  
Revised: 10/15/91, 11/18/20, 09/07/22

## **ENVIRONMENTAL AND LANDSCAPE PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional planning position that requires the ability to work with and serve a diverse local community. The position is responsible for evaluating the environmental impact, functional design, and aesthetic details of proposed development projects in accordance with state and local environmental quality review requirements. The work involves applying the principles of planning, landscape architecture, environmental science and land use law in the review of development plans, and developing programs and processes to implement the City's long-range goals and objectives relating to land use, sustainability, and the protection and management of the natural environment. The position provides guidance and staff support to the Planning and Development Board, Common Council and other decision-making bodies, and develops and implements environmental and sustainability programs and projects related to planning and development. The work is performed under the general supervision of the Director of Planning and Development, with considerable latitude allowed for the exercise of independent professional judgment. Supervision may be exercised over interns and other staff engaged in environmental or landscape planning activities. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Manages the intake and review of site plan review and subdivision applications for proposed municipal and private development projects;

Guides and supports project sponsors before and during the review process;

Conducts environmental assessments of proposed development projects in accordance with state and local environmental quality review law;

Analyzes, interprets and evaluates complex written information and data such as engineering reports, vegetative studies and geotechnical data to prepare written reports pertaining to environmental impacts of development projects;

Coordinates interdepartmental and interagency involvement in the environmental review process;

Develops recommendations concerning environmental impact and required mitigations;

Manages the preparation and procedures of Environmental Impact Statements (EIS);

Performs complex spatial analyses, using Geographic Information System (GIS) technology in support of departmental projects, including transportation, housing, recreation, facility siting, service delivery and impact studies; conducts analyses for City departments;

Participates in the development of natural resource protection and environmental management programs;

Collects information, prepares materials for, and attends meetings of Common Council, the Planning and Development Board, the Board of Zoning Appeals, the Board of Public Works, and other City boards and committees, including planning reports, site plan reviews, zoning appeals, community outreach, and environmental activities;

Assists in the administration of environmental programs, including those funded by State and Federal agencies;

Researches and prepares grant applications from federal and state aid programs and administers grant funds;

Solicits, evaluates, prepares and administers professional services agreements with consultants or contractors for planning and development contracts;

Monitors professional consultant and contractor work, and manages project expenditures, budget, and fund recovery;

Supervises, trains and mentors interns and other student or volunteer staff;

Performs miscellaneous office work and maintains written and digital records of planning division activities;

**Typical Work Activities – continued**

Participates in meetings with legislative bodies, public officials, citizens advisory commissions, etc. to advise them on environmental and landscape planning issues and projects.

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

Thorough knowledge of the principles, methods and techniques used in landscape architecture, municipal planning, land use law, and environmental planning; thorough knowledge of zoning, site plan review, and subdivision principles and practices, with an understanding of their legal basis and the administration of regulatory controls; thorough knowledge of the federal, state and local laws, policies and programs related to land use planning, transportation planning and community development; thorough knowledge of the sociological, economic, environmental, engineering, design and research factors in problems involved in City planning; thorough knowledge of the methods of data collection, analysis and interpretation of statistical data including the use of GIS tools and other software as they apply to planning and development studies and projects; good knowledge of the principles and practices used in administering and monitoring grant funds; working knowledge of local, state and federal programs and legislation concerning the environment and its protection; ability to lead the work of others on projects by providing guidance and oversight of their activities, as well as assigning and reviewing their work; ability to organize and implement a project or study from concept to completion; ability to understand, interpret and analyze complex oral and detailed written material and quantitative data; ability to analyze factual data and prepare graphs, diagrams and reports effectively; ability to prepare complex written and statistical reports; ability to conduct field studies and research projects in development of community planning projects; ability to communicate effectively, both orally and in writing, to an audience with varied proficiencies; ability to develop and maintain effective working relationships with public officials, developers, representatives of state and local agencies, 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 Landscape Architecture, Planning 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, in municipal, community or regional planning. Qualifying academic degrees must have included coursework in landscape architecture or site design; or
- B. Possession of a Bachelor's degree in planning, architecture, public administration, engineering, environmental studies, or a closely related field with similar course curriculum and four (4) years of full-time paid professional experience, or its part-time paid equivalent, in municipal, community or regional planning. Qualifying academic degrees must have included coursework in landscape architecture or site design; 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.