

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 04/06/05
Revised: 02/28/18, 06/01/22, 09/07/22

PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for developing, implementing and managing municipal planning projects. The incumbent performs a variety of professional planning activities and services either as project manager or support staff for planning projects. The incumbent also conducts multifaceted research and analysis, community outreach, provides technical advice to municipal officials, and prepares applications for and administers grant funds. The work is performed under the general supervision of the Director of Planning and Development with considerable latitude allowed for the exercise of independent judgment in the performance of the work. Supervision may be exercised over student interns. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates in the design, preparation and oversight of a variety of planning studies;
Compiles, analyzes and applies relevant data on issues related to land use, development, economics, public and private finance, current demographic characteristics, population growth, economic trends, business activities, residential and other development and planning projects;
Prepares a variety of maps, charts, advertisements and other graphics required in support of planning projects;
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 economic development activities;
Researches and prepares applications for grants from federal, state or regional programs and administers grant funds;
Participates in studies involving research, investigation, and analysis of sociological, economic, and environmental factors related to urban, regional and community planning;
Assists in the design and implementation of community outreach activities for planning projects;
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;
Attends and participates in informational meetings and conferences with municipal officials, providing technical assistance and guidance with respect to planning projects and design;
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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the principles, methods, techniques and terminology used in municipal planning; good knowledge of the federal, state and local laws, policies and programs related to land use planning, transportation planning, economic development and community development; good knowledge of the techniques used to gather data for statistical and analyses and reports; good knowledge of the principles and practices of mapping and graphic visual methods as applied to planning; good knowledge of the principles and practices in administering and monitoring grant funds; ability to plan, coordinate and implement planning and development projects; ability to analyze data and statistics and prepare graphs, diagrams, and reports effectively; ability to understand, interpret and analyze complex oral and detailed written material and quantitative data; ability to conduct field studies and research projects in development of community planning projects;—ability to use geographic information systems; ability to produce visual materials in support of planning projects; ability to communicate effectively both orally and in writing; ability to develop and maintain effective working relationships with others; ability to organize and implement a project or study from concept to completion; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Master's degree in planning, architecture, landscape architecture, urban design, historic preservation, public administration, public policy, economic development, environmental studies or a closely related field with similar course curriculum; or
- (b) Possession of a Bachelor's degree in planning, architecture, landscape architecture, urban design, historic preservation, public administration, public policy, economic development, engineering, environmental studies or a closely related field with similar course curriculum and one (1) year of full-time paid experience, or its part-time paid and/or volunteer equivalent, in municipal, community or regional planning; or
- (c) An equivalent combination of training and experience as defined by 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.