

Jurisdiction: City of Ithaca  
Jurisdictional Class: Competitive  
Adopted: 06/13/07, 06/01/22, 09/07/22

## **SENIOR PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional planning position responsible for developing, implementing and managing complex or specialized municipal planning projects with minimal direction. Assignments may be in one or more specialty areas, including economic development, environmental planning, geographic information systems, neighborhood planning, quantitative methods, site plan review and/or zoning. 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 position of Senior Planner is distinguished from that of Planner by both the complexity and level of professional work performed, and the independence with which it is performed. 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:**

- Conducts complex feasibility, cost/benefit and other economic analyses of proposed departmental projects and actions;
- Prepares economic estimates and forecasts in support of grant writing and project proposals;
- Prepares schedules for complex economic development and public works projects;
- Performs complex cartographic and other 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 using GIS functions such as buffering, network flow, route analysis, 3D analysis and visualization;
- Prepares simple and complex maps for presentations, reports, analyses, web publication and distribution to the public; prepares charts, and other illustrative materials; responds to public requests for data, maps and reports; provides technical assistance to other City departments on GIS and GIS-related projects;
- Compiles departmental requests for capital improvement monies and facilitates the development of the City's annual capital improvement program;
- Drafts zoning amendments, conducts environmental reviews for zoning amendments, manages zoning amendments through the review and approval process;
- Prepares and updates sections of the departmental website, including publishing studies and reports and maintaining webpages with up-to-date information; translates text, image, map and other formats of information into webpage and portable digital format (PDF) format for distribution and publication on the website;
- Researches, collects and analyzes planning related data including data relative to land use regulations, design controls, historic preservation, neighborhood analysis, demographic surveys, parking and transportation, and planning and environmental studies, and prepares reports on research, investigation and analysis;
- Collects information and prepares documents for Common Council, the Planning and Development Board, the Board of Public Works, and other city boards and committees, including planning reports, site plan reviews, community outreach, and economic development activities;
- Develops landscape and architectural design aspects of plans for large-scale development proposals;
- Designs and conducts community outreach for planning projects;
- Solicits, evaluates, prepares and administers professional services agreements with consultants or contractors, for planning and development contracts;
- Prepares, manages and administers contracts for assigned capital projects, including preparing bid specifications, reviewing bids, evaluating and recommending contractors, coordinating and scheduling design and construction work, monitoring professional consultant and contractor work, and managing project expenditures, budget and fund recovery;
- Participates and represents department in meetings with legislative bodies, public officials and neighborhood groups;
- Supervises, trains and mentors interns and other student or volunteer staff.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:** Thorough knowledge of the principles, methods, techniques and terminology used in municipal 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, economic development and community development; thorough knowledge of the sociological, economic, environmental, engineering, design and research factors in problems involved in City planning; thorough knowledge of GIS tools and personal computing as they apply to planning and development studies and projects, and data and statistical analysis; thorough knowledge of current accepted methods of data collection, analysis and interpretation of statistical data; thorough knowledge of cost benefit analysis as it applies to real estate and public capital improvement projects; thorough knowledge of the public approval process for real estate projects; thorough knowledge of research methods and techniques; thorough knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to community planning; good knowledge of the principles and practices in administering and monitoring grant funds; good knowledge of the business and economic conditions of the region; 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 plan, coordinate and implement planning and development projects; ability to analyze factual data 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 a personal computer to analyze data and statistics; ability to use geographic information systems; 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, engineering, environmental studies or a closely related field with similar course curriculum and one (1) year of full-time paid professional experience, or its part-time paid equivalent, in municipal, community or regional planning; 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 two (2) years of full-time paid professional experience, or its part-time paid equivalent, in municipal, community or regional planning; or
- (c) An equivalent combination or 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.