

TOWN OF ITHACA, NY



Director of Planning

STARTING SALARY: \$104,124/yr.

New York State Retirement and Excellent Benefits Package

The Position

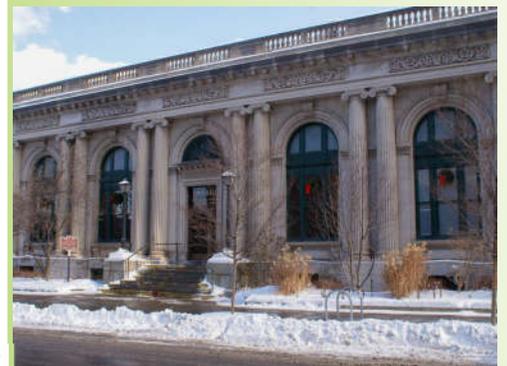
Town of Ithaca is looking to fill this major Department Head position which oversees the Planning Department. The Planning Director is responsible for planning, directing and supervising the operations of the Town Planning Department. The Planning Director is empowered by the Town Board to direct planning activities dealing with development, community development, economic development, comprehensive planning, and administration of the Planning Department. The incumbent is responsible for preparing, implementing and updating the Town's Comprehensive Plan; providing professional planning advice to the Town Board, Planning Board, and other town boards, committees and officials; conducting research on economic and demographic conditions in the Town; maintaining information on the Town's population, land use, housing, environmental status, human and natural resources, community facilities, and other data that may be required by the Town Board; furnishing technical assistance in matters pertaining to zoning, site plan review, and other land use regulations and municipal land use plans; overseeing the preparation of studies and recommendations on planning and development issues; and providing assistance to the Town Board and other departments on funding and grant proposals. Work is performed in accordance with the policies of the Town Board, under the supervision of the Town Supervisor. There is considerable exercise of independent judgment and autonomy in carrying out details of the work. Supervision is exercised over the work of all department staff. Attendance at night meetings required.

Full job description available at <https://www.town.ithaca.ny.us/hr>

Town of Ithaca, NY

The Town of Ithaca is a mosaic of rural, suburban, and urban landscapes that surround the City of Ithaca. It is a college town, a farm town, a Finger Lakes community, and a tourist destination renowned for its scenic vistas, forested hillsides, gorges, waterfalls and Cayuga Lake.

Town Hall is located within the City of Ithaca at 215 N. Tioga Street. Town Hall includes several administrative offices and the Planning and Code Enforcement Departments. Public Works and Engineering Departments are located at 114 Seven Mile Drive. To learn more about us visit us at www.town.ithaca.ny.us



Why Apply?



Town of Ithaca prides itself on employee involvement and great customer services. Our residents year after year have praised our staff as having excellent customer service skills.

The 60 employees have rated the organization high on being an ethical and moral organization with an emphasis on being a family friendly organization.

Managers encourage and promote a culture of collaboration, open communication and commitment.

VALUES

Town of Ithaca values a diverse, respectful, productive, and fulfilling workplace and provides its management staff with a range of responsibilities intended to realize those values.

The Director of Planning will play a key leadership role in developing and sustaining an inclusive culture that enables a diverse workforce to perform at a high level.

The Community

Tompkins County boasts beautiful rural areas, quiet villages, farms, and open land surrounding our population center.

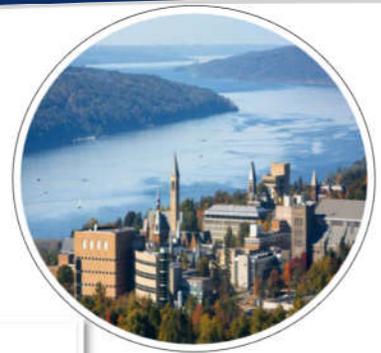
Ithaca, which is our county seat, has

a small-town

atmosphere but showcases the qualities

of a much larger city through an abundance of

restaurants, theatre, arts, shopping, cultural, and recreational activities. Three institutions of higher learning – Cornell University, Ithaca College, and Tompkins Cortland Community College – make education our top industry. The county is an employment center for the region and features a healthy economy, a strong human services sector, a local medical center, a public transportation network, a regional airport, and three State parks. The region offers endless recreational opportunities including golfing, hiking, mountain biking, boating, skiing (snow and water), canoeing, wind surfing, and fishing. There are numerous family-friendly community oriented festivals and events.



How to Apply

Submit Online Application by November 13, 2022 at:

<https://www.tompkinscivilservice.org/civilservice/apply/7598>

Then email a cover letter and resume to Jdrake@town.ithaca.ny.us

Questions regarding the position or the Town please contact:
Judy Drake, Human Resources Manager 607-273-1721 x115

Qualifications

Preferred Qualifications:

- (A) Graduation from a regionally accredited or New York State registered college or university with a master's degree in planning, landscape architecture, urban geography, or related field, **and** four years of experience in municipal, community or regional planning, two years of which must have been in a supervisory position; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in planning, landscape architecture, urban geography, or related field, **and** five years of experience in municipal, community or regional planning, three years of which must have been in a supervisory capacity; **OR**
- (C) Any combination of training and experience equal to or greater than that defined in (A) and (B) above.

Certification by the American Institute of Certified Planners (AICP) is desirable

Some Typical Work Activities:

- Assumes responsibilities for general administration and supervision of the Planning Department, including but not limited to, personnel, office management, budget coordination, and purchasing,
- Assigns, reviews and evaluates the work of principal staff subordinate staff, including hiring, firing, training, and disciplining staff in compliance with state law and local civil service rules
- Supervises consultants engaged to assist in the preparation of specialized studies
- Monitors compliance with accepted planning and environmental principles, Federal, State and Town laws and regulations
- Responsible for referrals to the county under 239 L, M, and N General Municipal Law
- Promotes comprehensive land use planning and community development in the Town:
- Manages and administers the ongoing comprehensive planning and community development program
- Develops approaches for implementing the goals of the Comprehensive Plan;
- Prepares reports and recommendations based on analysis of census data, economic data, land use and other relevant data;
- Manages the preparation of plans, studies and presentations for town-wide projects;
- Makes recommendations regarding implementation and scope of environmental studies
- Provides assistance to the Town Board and other town board, committees and officials in the preparation and submission of grant and funding applications;
- Collaborates with the Attorney for the Town and the Town Board in the creation of new local laws and ordinances;
- Engages in outreach with the community:
- Serves on a variety of board and committees representing the Town;
- Coordinates joint projects with other governments and agencies;
- Acts as a representative of the Town regarding economic development, planning, and other related issues;
- Speaks before community groups and other gatherings to further the understanding of planning and community development objectives;
- Provides planning information to citizens and community organizations on matters pertaining to land use, zoning, subdivision regulations, site plan review, and New York State Environmental Quality Review;
- Collaborates with all Town department supervisors to oversee the day to day operations of the Town.

<https://www.town.ithaca.ny.us/departments/planning/>