

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 06/01/22

ASSISTANT PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting with the development, implementation and management of municipal planning projects. An Assistant Planner participates in planning studies and the preparation of detailed reports by performing work that includes statistical research and analysis, physical plans, design plans, physical and/or environmental analyses of proposed projects, and/or community outreach. The work is performed under general supervision and close mentorship, and is intended to enable the Assistant Planner to develop sufficient professional planning skills and experience to become eligible for promotion to the position of Planner after one year. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in the design, preparation and oversight of planning studies relating to existing and potential land use, zoning, population distribution, housing, traffic, and demographic characteristics of the City of Ithaca;
- Compiles, analyzes and tabulates relevant data on issues related to land use, development, economics, current demographic characteristics, population growth, economic trends, business activities, residential and other development and planning projects;
- Assists in and/or conducts field and site studies; prepares sketches, site designs, maps and reports based on findings;
- Participates in studies involving research, investigation, and analysis of sociological, economic, and environmental factors related to urban, regional and community planning;
- Researches field data, site studies and relevant literature to aid in the preparation of reports regarding proposed changes in local zoning and related regulatory requirements, proposed construction programs, and other proposals which may affect the City's general development or specific assets;
- Researches, collects and analyzes data for the preparation of reports concerning environmental issues relating to the physical development of the City;
- Assists in the design and implementation of community outreach activities for planning projects;
- Researches and assists in the preparation of applications for grants from federal, state or regional programs; assists in the administration of grant funds;
- Assists with the preparation and administration of professional services agreements with consultants or contractors, for planning and development contracts;
- Receives and responds to requests from City staff and officials, local officials and the private sector for information related to area of assignment; routes more complex requests to supervisor for direction or resolution;
- Keeps abreast of current trends in the field and reviews relevant literature, documents and basic texts for purposes of referrals;
- Participates in staff meetings for the purposes of work review, planning of projects and to keep abreast of departmental operations;
- Assists in the review and preparation of materials for the Planning and Development Board and the Board of Zoning Appeals;
- Assists in the review of applications including site plans, subdivisions sign permits, zoning appeals and other related permits;
- Uses computer applications or other automated systems such as spreadsheets, word processing, geographic information system, calendar, e-mail and database software.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of the principles, methods, techniques and terminology used in municipal planning; working knowledge of the federal, state and local laws, policies and programs related to land use planning, transportation planning, economic development and community development; working knowledge of the techniques used to gather data for statistical analyses and reports; familiarity with census or other demographic databases and related applications; ability to analyze data and statistics and prepare graphs, diagrams, and reports effectively; ability to organize and conduct research and planning studies; ability to interpret visual data from maps and charts; ability to produce visual materials and maps in support of planning projects; 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 effectively use computer applications such as the Microsoft Office Suite, GIS and graphic software; ability to communicate effectively both orally and in writing; ability to develop and maintain effective working relationships with others; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in planning, architecture, landscape architecture, urban design, community development, geography, urban studies, urban affairs, urban development, historic preservation, public administration, public policy, economic development, environmental studies or a closely related field with similar course curriculum.