

# Planning Administrator - Housing and Community Development Director Tompkins County

**Department:** Department of Planning and Sustainability

**Classification:** Competitive

**Labor Grade:** Management grade 87

**Approved:** 11/2024

**By:** HB, Deputy Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS: EITHER:**

(a) Graduation from a regionally accredited or New York State registered college or university with a master's degree AND five (5) years of professional experience related to housing, community development, land use or other relevant planning fields, including management of complex grants and contracts; OR

(b) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree AND seven (7) years of professional experience related to housing, community development, land use or other relevant planning fields, including management of complex grants and contracts; OR

(c) Any equivalent combination of training and experience as described in (a) and (b) above.

## **SPECIAL REQUIREMENT:**

Candidate chosen for employment must possess a valid New York State driver's license within 30 days of appointment and maintain such license for the duration of employment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This high-level professional position is responsible for directing planning for, and overseeing implementation of, housing and community development programs. Working from the context of broadly stated policies and guidelines, the position develops, directs and updates programs, methods, and policies to address housing and community development issues in Tompkins County, and other planning topic areas, as needed. The position evaluates community needs and works collaboratively with partners to address them. The position is also responsible for the preparation of complex and technical plans, studies and reports in support of departmental goals, including supporting development of comprehensive plans, implementation strategies, issue or needs assessments, and special management studies, as well as providing planning assistance to the public and municipalities. The position identifies and leads pursuit of relevant grant funding opportunities while serving as the primary contact for information regarding County housing and community development initiatives.

The position is also responsible for assisting the Commissioner of Planning and Sustainability with administrative functions of the County Department of Planning and Sustainability related to contracting, grant management and compliance with County, State and Federal requirements. The incumbent is the primary point of contact with New York State Department of Homes and Community Renewal (HCR), Department of State, and Empire State Development staff. As Tompkins County is a recipient of HCR and other funding, the incumbent is responsible for the compliance of the County, the County's subrecipients' and contractors with all applicable federal and state regulations with regards to Department of Planning and Sustainability-led projects and programs.

This position interacts with County and municipal staff and elected officials, technical consultants and community members. The work is performed under the general direction of the Commissioner of Planning and Sustainability with a high level of autonomy and independent judgment required to carry out the work. Direct supervision is exercised for professional staff, including planners and other support staff. The incumbent will lead work groups, projects or activities as assigned. The incumbent will perform all

related duties as required.

**TYPICAL WORK ACTIVITIES:**

Directs County efforts and supervises work within the Department of Planning and Sustainability to address housing and community development needs, including planning to identify needs and develop solutions to address those needs;

Provides expert guidance and support to the County and the wider community in methods to address community development and housing priorities and in implementing, evaluating, and improving initiatives supporting these priorities;

Identifies, manages, and administers grant-making, grant-seeking, and grant compliance and reporting activities to support departmental planning-related goals and policies using federal, state, and private foundation funding;

Oversees departmental administrative functions regarding contracting and grant management in compliance with County, state and federal administrative policies, including conducting internal reviews and maintaining internal departmental policies and procedures;

Prepares plans, studies, and reports addressing a variety of issues including comprehensive plans, strategies, needs assessments, and policy analyses;

Prepares and assists in the preparation of grant applications by the Department of Planning and Sustainability and provides supporting information for applications by other County departments or municipal partners.

Makes formal and informal presentations to inform and advise citizen advisory boards, legislative bodies, and public officials on planning projects;

Prepares a variety of planning statistics, data, designs, charts, records and reports, including performance indicators for departmental programs, and analysis of demographics and other community parameters;

Provides planning information to the public and technical assistance to municipal governments regarding planning programs, laws and policies.

Conducts reviews and provides expertise to the department on development projects regarding compliance with local and state policies, including General Municipal Law §239-l, -m and -n, and the State Environmental Quality Review Act;

Supervises the use of geographic information systems to prepare maps and statistics to illustrate planning concepts and analyze data or directs others in preparing such information;

Serves as a contact person for the Department of Planning and Sustainability by responding to requests for information and complaints about problems from the public, community organizations, and County and municipal government officials;

Provides recommendations regarding ordinances and regulations relating to development controls;

Participates in studies with other groups in the county, providing data and other resources as appropriate;

Directs work activities and program accomplishments of interns, department staff, and consultants as assigned;

Attends external training programs as needed.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Excellent ability to demonstrate initiative as a self-starter and to apply creative problem-solving and critical thinking skills to provide informed programmatic, policy, and procedure recommendations to advance County planning goals;

Excellent project management, grant management, and contract management skills, with strong organizational abilities and attention to detail;

Thorough knowledge of principles, concepts, trends, regulations, current best practices, and innovative solutions related to housing, community development, land use planning, and other related planning challenges;

Excellent written and verbal communication skills to work effectively with department staff, committee chairs, technical consultants, partner agencies, elected officials, and the public;

Ability to build good working relationships with others and to coordinate efforts and move actions forward;

Thorough knowledge of current methods for collecting, analyzing and interpreting demographic, social and economic data;

Thorough knowledge of the principles, purposes, terminology, and practices of land use policy and planning;

Ability to prepare complex comprehensive plans and implementation strategies for community development;

Ability to work on several projects or issues simultaneously, deal with tight deadlines, and manage competing requests;

Ability to work independently or on teams with department staff, other County staff, representatives from other agencies, and/or interested citizens;

Good knowledge of group facilitation skills to gather public comment at meetings and a commitment to inclusive and equitable public outreach and engagement;

Excellent ability to manage departmental and grant resources on a project or programmatic basis;

Excellent computer skills that at a minimum include presentation software, Microsoft Excel, PowerPoint and Word, and ability to learn new software as needed;

Ability to travel as required to fulfill the demands of the position in Tompkins County; and

The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS:**

Incumbent must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to see and accurately work with information on a computer screen. The employee's hearing must be sufficiently acute to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. Employee may occasionally be required to work alone. Almost all work is performed indoors in a temperature-controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. There may be minimal exposure to disagreeable conditions. The employee may at times be asked to drive to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job. If an individual has limitations, the employee has the right to request reasonable accommodations in accordance with the ADA and as amended.

Originally created 05/30/2014, modified 11/01/2024

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