

## **Assistant Director of Planning Tompkins County**

**Department:** Town of Ithaca  
**Classification:** Competitive  
**Labor Grade:** Town of Ithaca grade of P  
**Approved:** 0  
**Revised:** 5/01; 5/13  
**By:** AF, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS: EITHER:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a master's degree in planning, architecture, civil engineering, urban geography, landscape architecture, or a closely related field **AND** two years of experience in municipal, community, or regional planning, one year of which must have involved supervisory responsibilities;  
**OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with an bachelor's degree in planning, architecture, civil engineering, urban geography, landscape architecture or a closely related field **AND** four years of experience in municipal, community, or regional planning, one year of which must have involved supervisory responsibilities;  
**OR**
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

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

This is a responsible position involving the performance of a variety of moderately difficult and complex duties in municipal and community planning. The Assistant Director will assist the Director of Planning in administering and implementing the functions of the Planning Department. The incumbent provides staff support to various town boards and committees, prepares complex planning studies, reviews development proposals, and responds to inquiries regarding planning issues. Work is performed under the general supervision of the Director of Planning with leeway allowed for the use of independent judgment in carrying out work activities. Supervision is exercised over subordinate staff. He or she will act for Director of Planning in his or her absence. Attendance at evening meetings at various board and committees of the Town may be required. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Provides technical support to the Town Planning Board, Town Planning Committee and Zoning Board of Appeals, and other boards and committees as needed;  
Analyzes development plans and projects, prepares written reports and environmental assessments;  
Prepares a variety of community planning statistics, reports and plans;  
Collects, tabulates and analyzes data on population, natural resources and land use and local economic conditions for use in planning activities;  
Plans and conducts field studies and surveys to collect demographic and other planning related data;  
Prepares maps, charts and other graphic materials;  
Designs plans for parks and recreation projects;  
Assumes responsibilities of the department when the Director of Planning is not available;  
Supervises subordinate planning staff, including the recruitment and evaluation of student interns;  
Assists in preparing the Planning Department budget;  
Responds to requests for information from the general public, town officials and staff on zoning and subdivision regulations, proposed developments and related planning issues;  
Participates in meetings and conferences on planning needs and projects;  
Assists in coordinating and administering programs that are developed with other planning staff such as the Town's Agricultural Land Preservation Program.

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

Thorough knowledge of the purposes, principles, terminology and practices employed in municipal and community planning;  
Good knowledge of the sociological, economic, environmental, design and research factors in problems involved in community planning;  
Good knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to community planning;  
Good knowledge of current accepted methods for collection, analysis and interpretation of statistical data for planning purposes;  
Ability to understand complex oral and written directions;  
Ability to communicate effectively, both orally and in writing;  
Ability to deal courteously and effectively with the public, boards and committees, and counterparts in other municipalities;  
Ability to supervise the work of others;  
The employee's physical condition commensurate shall be commensurate with the demands of the position.

Originally created in 1995

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