

PLANNING ANALYST

Tompkins County

Classification: Competitive

Labor Grade: 14

Approved: 0

MINIMUM QUALIFICATIONS

EITHER:

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in planning, demography, geography, environmental science, or closely related field **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience in data compilation and analysis (in a public or private planning, engineering, architectural, or similar technical agency), **OR**

(b) Graduation from a regionally accredited or New York State registered four-year college with a Bachelor's Degree in planning, demography, geography, environmental science or closely related field **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience in data compilation and analysis (in a public or private planning, engineering, architectural, or similar technical agency), **OR**

(c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENT: Appointees will be required to possess a valid New State Driver's License to operate a motor vehicle or otherwise demonstrate the ability to meet the transportation needs of the job.

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

DISTINGUISHING FEATURES OF THE CLASS

This is a mid-level professional planning position responsible for coordinating and maintaining data used in planning projects.. The incumbent will integrate and analyze information from a variety of sources (e.g., assessment data, census results, soils information) to develop reports and products in support of planning programs. This position is the technical lead on Planning Department Geographic Information System (GIS) development and database management. This work is performed under the general direction of the Deputy Commissioner of Planning; it requires a high level of autonomy and independent judgement in executing assigned tasks and developing internal support programs. The position is central to and works at a high level with the entire staff to provide leadership in data analysis and best use, assist in data interpretation as it relates to planning, and as needed, to provide computer assistance to the staff. Does related work as required.

TYPICAL WORK ACTIVITIES

- Provides analytical leadership to support and develop environmental, comprehensive, economic, demographic, housing and transportation planning studies;
- Compiles data for distribution to the public, local agencies, and local governments;
- Works with municipal officials and government agencies to prepare reports and maps to assist in policy decisions;
- Designs, manages and maintains the Planning Department's computer databases and integrates other county databases as needed to assist Planning Department staff;
- Designs, manages, develops, and maintains the department's GIS, including creating interfaces for use by untrained personnel, assisting staff in using the system, and transferring information from other organizations, operating systems and formats;
- Develops interagency coordination and cooperation to ensure appropriate integration of the GIS with other County agencies;
- Responsible for computer-related administrative items, including purchasing, budgeting, and maintenance contracts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Excellent ability to deal with tight deadlines and competing requests;
- Excellent ability to respond to complex requests with appropriate analytical products;
- Good knowledge of principles and practices of Geographic Information Systems database design;
- Good knowledge of mapping, database, spreadsheet, and analytical software;
- Good knowledge of applied statistics;
- Good ability to communicate orally and through written documents;
- Ability to prepare concise, well-constructed oral and written communications and reports;
- Ability to function on and lead teams of department staff, other County staff, representatives from other agencies, and/or interested citizens; and
- Physical condition commensurate with demands of the position.