

PLANNER - TOMPKINS COUNTY

Tompkins County

Department: Department of Planning and Sustainability

Classification: Competitive

Labor Grade: M (13)

Approved: 0

Revised: 1/02; 8/04; 12/12

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS: EITHER

(a) Graduation from an American Planning Association accredited university with a Masters Degree in Planning; **OR**

(b) Graduation from a regionally accredited or New York State college or university with a Masters Degree in planning, natural resources, public administration, public policy, landscape architecture or closely related field **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) professional experience in developing planning studies and reports in support of new and updated plans, programs and regulations. **OR**

(c) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelors Degree in planning, natural resources, public administration, public policy, landscape architecture or closely related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) professional experience in developing planning studies and reports in support of new and updated plans, programs and regulations. **OR**

(d) Any combination of training and experience equal to or greater than that defined in (a), (b), and (c) above.

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

SPECIAL REQUIREMENT:

Candidates chosen for employment must possess a valid New York State driver's license at the time of appointment and maintain such license throughout the life of employment.

DISTINGUISHING FEATURES OF THE CLASS

The incumbent in this position participates in the preparation of detailed departmental reports and planning studies, and the development of recommendations regarding proposed policies, plans and projects. The incumbent is responsible for providing administrative and technical assistance to a variety of boards and committees, as assigned. The incumbent will participate on departmental teams with other staff. The work will be performed under the general supervision of the senior professional staff with allowances for a considerable degree of independent judgment and autonomy in executing assigned tasks. Supervision is not a responsibility of this title. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Prepares detailed reports and studies regarding county and local planning issues;
Develops recommendations regarding proposed policies, plans and projects;
Prepares minutes, agendas and performs other administrative tasks in support of a variety of advisory boards and committees;
Organizes training sessions to meet the needs and interests of advisory boards and local communities;
Develops and assists with citizen education programs for public input and participation at the municipal and countywide levels;
Provides research and analysis of development projects consistent with local and state policies, including General Municipal Law §239-l and -m, the State Environmental Quality Review Act, and site plan review;
Assists in the preparation of complex reports and studies in conjunction with senior staff;
Uses geographic information systems to prepare maps and statistics to illustrate planning concepts and perform analysis of data;
Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, housing, and natural resources;
Provides timely responses to requests for information from the general public, members of advisory boards and committees, and appointed and elected government officials;
Attends and, in turn, organizes periodic staff meetings;

Attends external training programs as needed.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of the purposes, principles, terminology and practices employed in planning;

Working knowledge of the legal, sociological, economic, environmental, infrastructure, and legislative facets of planning;

Working knowledge of current methods for collecting, analyzing and interpreting statistical data;

Working knowledge of research methods and techniques involved in planning;

Ability to deal with tight deadlines and competing requests;

Ability to work on several projects or issues simultaneously;

Ability to work independently or in a team environment, as needed;

Ability to attend to details while keeping big-picture goals in mind;

Ability to prepare concise, well-constructed oral and written communications and reports that convey complex planning topics to the public;

Good computer skills, including use of spreadsheet, database, desktop publishing, geographic information systems, and word processing software;

Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems;

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

Ability to understand complex oral and written instructions;

Ability to maintain rapport with staff, public officials, and the general public; and

Physical condition commensurate with the demands of the position.

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