

Senior Planner - Tompkins County Tompkins County

Department: Department of Planning and Sustainability

Classification: Competitive

Labor Grade: White Collar grade 14

Approved: Reclass Comm. Dev. Planner 09/01

Revised: 09/12; 12/12; 1/17; 1/18; 2/21

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree **AND** two (2) years of professional experience working for municipal governments, community organizations, regional/state entities, or businesses to address community planning issues such as housing, energy and climate change, comprehensive planning, natural resources, water resources or transportation; **OR**

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree **AND** four (4) years of professional experience working for municipal governments, community organizations, regional/state entities, or businesses to address community planning issues such as housing, energy and climate change, comprehensive planning, natural resources, water resources or transportation; **OR**

(C) Any equivalent combination of training and experience equal to or greater than that defined in (a) and (b) 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 within thirty days of appointment and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent in this position prepares detailed planning reports, conducts planning studies, proposes policies, plans and projects, and identifies the probable impacts to the physical development and management of the County that will result from proposals. This is a mid-level professional level position and may be assigned to specialty program areas such as land use, housing, tourism, energy, community development/sustainability, rural development, water resources, land conservation or the environment. The incumbent is responsible for leading teams on complex studies that require the coordination of efforts by other members of the Department. The incumbent prepares grant applications and manages moderately complex grant projects and programs. The incumbent is also responsible for providing professional planning assistance to boards and committees. The work will be performed under the general supervision of senior staff with allowances for a high degree of independent judgment and autonomy in executing assigned tasks. Supervision of professional staff is not a responsibility of this title although supervision of student interns and support staff may be required on a project or programmatic basis. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Develops and manages County planning-related programs, such as land use, housing, transportation, tourism, energy, community development/sustainability, rural development, water resources, land conservation or environmental protection.
- Conducts complex analytical reports and planning studies related to comprehensive planning.
- Develops proposals for policies, plans and projects.
- Provides professional support to advisory boards and committees.
- Manages grant funds from federal and state agencies and/or local sources often involving selection and oversight of professional consultants, multiple community partners and substantial budgets.
- Prepares applications for grant funds for the department, local governments, and interested agencies.
- Drafts and oversees contracts that advance planning efforts;
- Conducts 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.
- Evaluates and provides advice on development projects consistent with local and state policies, including General Municipal Law §239-1 and –m, the State Environmental Quality Review Act, and site plan review.
- Serves as a contact person for the Planning and Sustainability Department by responding to requests for information and complaints about problems from the public, community organizations, and County and municipal government officials.
- Makes formal and informal presentations to inform and advise citizen advisory boards, legislative bodies, and public officials on planning projects.
- Writes, or assists in writing, a variety of ordinances and regulations relating to development controls
- Participates in studies with other groups in the County, providing data and other resources as appropriate.
- Assists in directing the work activities and program accomplishments of interns, department technicians, and consultants, as assigned.
- Attends and, in turn, organizes periodic staff meetings.
- Attends external training programs, as needed.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the purpose, principles, terminology and practices employed in planning;
- Thorough knowledge of the legal, sociological, economic, environmental, infrastructure, and legislative facets of planning;
- Thorough knowledge of one or more planning specialization, such as land use planning, housing, transportation, tourism, energy, community development, water resources, or environmental protection;
- Good knowledge of current methods for collecting, analyzing and interpreting statistical data;
- Good knowledge of research methods and techniques involved in planning;
- Good knowledge of governmental decision-making processes;
- 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; Skillful application 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 and lead teams of 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;
- Ability to manage departmental and grant resources on a project or programmatic basis;
- Ability to understand and to give complex oral and written instructions;
- Initiative, resourcefulness, tact, and good judgment;
- Ability to communicate and deal effectively with department heads, local officials, legislators, consultants, and residents and to advise, persuade, or influence them in adverse and tense conditions;
- 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:

The employee 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 enable him or her to see and accurately work with information on a computer screen. The employee's hearing must be sufficiently acute to enable him or her 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 and the full use of fingers, hands and arms to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she 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 get 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.

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