

WATER RESOURCES PLANNER

Tompkins County

Department: Department of Planning and Sustainability

Classification: Competitive

Labor Grade: N (14)

Approved: Bd Res #314 Dated 12/19/96

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Water Resources Planning, or Natural resources Planning with an emphasis in water resources, **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) professional planning and analysis. **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in City or Regional Planning **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) professional planning experience which must have involved environmental policy planning and analysis **OR**

(c) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in City or Regional Planning, Environmental Science, Natural Resources, Geography, Environmental Engineering, or Civil Engineering **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) professional planning experience which must have involved environmental policy planning and analysis **OR**

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

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

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is responsible for directing the County's program to protect and enhance surface and underground water resources in Tompkins County under the direction of the Chief of Comprehensive Land Use Planning. This position is responsible for relating water resource issues to land use, transportation, community development, economic development, and environmental planning activities. The work is performed under the general direction of the Commissioner of Planning and Chief of Comprehensive Land Use Planning with allowance for a high level of autonomy and independent judgment when carrying out the responsibilities of the position. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Indicates and manages County water resource programs;
- Conducts analytical and planning studies related to watershed management;
- Encourages inter-agency cooperation with other County departments, municipalities, and regional, state, and private agencies to develop and implement plans related to water resource planning;
- Represents Department on Committees at discretion of Commissioner of Planning – Water Quality Steering Committee, regional and statewide water resource organizations;
- Serves as the water resource contact person for the Planning Department by responding to requests for information and complaints about problems from the public, community organizations and County government;
- Prepares grant applications for state, federal, and private funding sources;
- Contractual work performed by consultants and contractors under the County's water resources planning program (as assigned by the Commissioner of Planning);
- Provides technical support to local municipal planning programs on water resource-related issues;
- Makes both formal and informal presentations to inform and advise citizen advisory boards, legislative bodies, and public officials on water resource related projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of water resource principles, policies and programs and environmental planning principles and practices;
- Good interpersonal and communications skills to work effectively with the public, advisory boards, legislators, and elected officials;
- Thorough knowledge of principles and practices of municipal, community and regional planning;
- Ability to develop and maintain good public and professional relations, under tight deadlines, and display good professional and rational judgment in dealing with controversial issues;
- Ability to function on and lead teams of Department staff, other County staff, representatives from other agencies, and/or interested citizens;
- Ability to prepare grant applications in support of Department programs;
- Ability to prepare and supervise contracts between the County and consultants working on behalf of the County;
- Ability to use word processing, spreadsheet, database and GIS computer software;
- Ability to interpret and evaluate scientific and policy-related reports, regulations, and statutes;
- Ability to prepare concise, well-constructed oral and written communications;
- Ability to maintain rapport with staff, public officials and the public;
- Physical condition commensurate with the demands of the position.