

## Senior Planner - Town of Ithaca Tompkins County

**Department:** Town of Ithaca

**Classification:** Competitive

**Approved:** 0

**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, 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, 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) An equivalent combination of experience and training as outlined in (a) and (b) above.

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

### **SPECIAL REQUIREMENT:**

Possession of valid New York State driver's license within 30 days of appointment and throughout the life of employment.

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

This is a mid –level professional planning position responsible for the performance of a variety of moderately difficult and complex duties in municipal and community planning, and assists 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 a high degree of leeway allowed for the use of independent judgment and autonomy in performing work and developing internal and external programs. Incumbent may be assigned to provide supervision over department staff and interns, as well as, overseeing the contractual work of consultants hired to perform work for the Town. If assigned, may act for Director of Planning in his/her absence. Attendance at evening meetings of various board and committees of the Town or other associated meetings will be required. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides professional and technical support to the Town Planning Board, Town Planning Committee and Zoning Board of Appeals, and other additional boards and committees on planning issues, as assigned;  
Participates in the development review and plan review process;  
Analyzes development plans and projects, prepares written reports and environmental assessments;  
Provides technical support in implementing New York State's State Environmental Quality Review Act (SEQRA);  
Conducts complex analytical reports and planning studies;  
Develops proposals for policies, plans and projects.  
Responds to requests for information from the general public, town officials and staff on zoning and subdivision regulations, proposed developments and related planning issues;  
Assists in coordinating and administering programs that are developed with other planning staff;  
Prepares a variety of planning statistics, reports, maps 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, and prepares maps, charts and other graphic materials;  
Produces written communication, such as newsletter articles, reports, program summaries, news releases, and technical memorandums for the public and various groups and individuals as appropriate;

Works with town staff to develop and maintain the Town's Geographic Information System (GIS);  
Works with town staff to implement and maintain the Town's Stormwater Management Program;  
Makes formal and informal presentations to inform and advise others on a variety of planning topics;  
Pursues and prepares grant applications for environmental and planning related programs, and administers the implementation of these various grant programs;  
Participates in staff meetings and other meetings, trainings and conferences on planning needs and projects;  
May prepare plans for parks and recreation projects in coordination with the Public Works Department staff;  
Assists in directing the work activities and program accomplishments of interns, including the recruitment and evaluation of student interns, when assigned;  
Assists in supervising and evaluating Planning Department staff, when assigned;  
Assists in preparing the Planning Department budget, when assigned;  
Assumes responsibilities of the department when the Director of Planning is not available, if assigned.

**FULL PERFORMANCE 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 legal, sociological, economic, environmental, design and research factors, and legislative facets of 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;  
Working knowledge of governmental decision making processes;  
Ability to deal with tight deadlines and competing requests;  
Ability to understand and to give complex oral and written directions;  
Ability to communicate and deal effectively, both orally and in writing;  
Ability to deal courteously and effectively with department heads, local appointed and elected officials, counterparts in other municipalities and residents and to advise, persuade, or influence them in adverse and tense conditions;  
Skillful application of spreadsheet, database, desktop publishing, geographic information systems, and word processing software;  
Ability to supervise and direct the work of others;  
Initiative, resourcefulness, tact and good judgment;  
Physical condition commensurate with the demands of the position.

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