

Planner - Various Towns Tompkins County

Department: Towns of Lansing, Danby, Ulysses
Classification: Competitive
Approved: Town Board Action 3/12/13
Revised: 3/15; 7/19; 6/21; 9/21
By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in planning, architecture, landscape architecture, engineering, environmental studies, natural resources or a closely related field; **OR**
- (b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree or higher in planning, architecture, landscape architecture, engineering, environmental studies, natural resources or a closely related field **AND** one (1) year of planning experience in a public or private agency; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

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

NOTES:

For the Town of Lansing, NYS Certification as a “Certified Professional in Erosion & Sediment Control” (CPESC), and NYS Uniform Fire Prevention and Building Code Enforcement Training is desired within a reasonable period of time from hire.

For the Town of Danby, the Planner will serve as Zoning Officer to interpret the Zoning Ordinance and make use determinations, working in close coordination with the town Code & Zoning Enforcement Officer.

For the Town of Ulysses, the Planner will serve as the Zoning Officer and will assist with community and environmental planning and with zoning enforcement in coordination with the Town’s Building and Zoning Enforcement Officer. Familiarity or certification in ArcGIS and NYS Certification as a “Certified Professional in Erosion & Sediment Control” (CPESC) are desired within a reasonable period of time from hire.

DISTINGUISHING FEATURES OF THE CLASS:

This is professional planning work involving responsibility for the performance of a variety of municipal, regional or community planning assignments. 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 with allowances for a considerable degree of independent judgment and autonomy in executing assigned tasks. The incumbent will be responsible for supervisory tasks in the Zoning, Planning and Code Enforcement Office. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Provides professional support to advisory boards and committees, as well as organizes training sessions to meet committee needs;
Coordinates and participates with Planning Board and Zoning Board of Appeals activities, including preparation of materials for meetings, planning and preparation of educational activities, and provides public relations;
Develops recommendations regarding proposed policies, plans and projects;
Evaluates and provides technical assistance on development projects with local policies, including General Municipal Law 239-1 and –m, the State Environmental Quality Review Act, and site plan review;
Provides assistance to the Town in preparing the Comprehensive Plan and Land Use Regulations;
Prepares detailed planning reports and studies regarding local planning issues;
Oversight and supervision of department staff in maintaining records of planning activities;
Assists in directing the work activities and program accomplishments of interns, department technicians, and consultants as assigned.

Writes, or assists in preparing resolutions, a variety of ordinances, and regulations relating to development controls;
Serves as contact person for the Planning Department by responding to requests for information and complaints about problems from the public, community organizations;
Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use, housing, and natural resources;
Prepares a variety of maps, charts, advertisements and other graphics required in support of planning projects;
Makes formal and informal presentations to inform and advise citizen advisory boards, and public officials on planning projects;
Develops and assists with citizen education programs and materials for public input and participation at the municipal level;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the purpose, principles, practices, methods and terminology used in municipal, community or regional planning;
Working knowledge of zoning and subdivision practices;
Good knowledge of research methods and techniques involved in planning;
Good computer skills, including use of spreadsheets, database, desktop publishing, geographic information systems, and Microsoft Office processing software;
Good Knowledge and familiarity with site design principles, the ability to read and interpret civil engineering and architectural drawings (including ALTA surveys, site plans, grading, utility, and stormwater plans), and use of an engineering scale;
Working knowledge of the principles and practices of mapping, and graphic visual methods as applied to planning;
Ability to maintain confidentiality, exercise discretion, and sound judgment;
Ability to express oneself clearly and concisely, both orally and in writing;
Ability to analyze data;
Ability to work independently or in a team environment;
Ability to work on several projects or issues simultaneously;
Ability to maintain rapport with staff, public officials, and the general public;
The employee's physical condition shall be commensurate with the demands of the position.

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