

## Planning Administrator Tompkins County

**Department:** Department of Planning and Sustainability

**Classification:** Competitive

**Labor Grade:** 16

**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 City or Regional Planning, Environmental Studies, Geography or a related field **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) professional planning experience in at least two of the following areas: land use planning, economic planning, policy planning, and/or impact analysis on a state, regional or local basis. Two of the required three years of experience must have been in a supervisory or management capacity; **OR**

(b) Graduation from a regionally accredited or New York State registered four year college or university with a bachelor's degree in City or Regional Planning, Environmental Studies, Geography or a related field **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) professional planning experience in at least two of the following areas: land use planning, economic planning, policy planning, and/or impact analysis on a state, regional or local basis. Two of the required five years of experience must have been in a supervisory or management capacity; **OR**

(c) Any equivalent combination of training and experience as described in (a) and (b) above.

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

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

This is a high level professional planning and administrative position. The position is responsible for assisting the Commissioner of Planning on administrative functions of the County Planning department, including budgeting, contracting and fiscal management in compliance with County administrative requirements. The position is also responsible for the preparation of complex and technical plans, studies and reports such as comprehensive plans, implementation strategies, issue or needs assessments, and special management studies, as well as providing planning assistance to the public and municipalities. A high level of interpersonal skill is necessary in order to present or defend plans that may involve sharp disagreement or to facilitate planning meetings involving important or difficult planning issues. Duties include the development of departmental administrative policies/procedures, assuring consistency with County corporate compliance requirements, tracking staff training and development, coordination of data and technology systems, oversight of the departmental contracting process, and maintenance of departmental records. The work is performed under the general direction of the Commissioner of Planning with wide latitude being given to perform duties and responsibilities. The employee will lead work groups, projects or activities as assigned. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates preparation and management of the department's budget;

Oversees departmental administrative functions, including contracting, purchasing and compliance with county administrative policy;

Develops proposals for, reviews and maintains internal policies and procedures for Planning department;

Maintains departmental records including personnel transactions and training records for the department;

Assists the Commissioner and Deputy Commissioner in implementation of policies related to budget, personnel, purchasing, and other central services;

Manages grant funds, including compliance with all reporting requirements, from federal and state agencies, and private foundations;

Prepares plans, studies, and reports addressing a variety of issues including comprehensive plans, strategies, needs assessments, and policy analyses;

Prepares a variety of planning statistics, data, designs, charts, records and reports, including performance indicators for

departmental programs, and analysis of demographics and other community parameters;

Provides planning information to the public and technical assistance to municipal governments regarding Planning programs, laws and policies.

Prepares and assists in the preparation of grant applications by the Planning Department, and provides supporting information for applications by other County departments or municipal partners.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to read, understand and interpret complex policy guidelines and reports, laws and regulations;

Thorough knowledge of the principles, purposes, terminology, and practices of land use policy and planning;

Thorough knowledge of County administrative policies and guidelines;

Ability to prepare and analyze departmental and programmatic budgets in accordance with guidelines;

Good knowledge of legislation, current problems and professional literature in the Planning field;

Ability to prepare complex comprehensive plans and implementation strategies for community development;

Ability to express oral and written information in a clear and concise manner;

Ability to exercise discretion and sound judgment;

Thorough knowledge of current methods for collecting, analyzing and interpreting demographic, social and economic data;

Thorough knowledge of zoning and subdivision practices and State planning law;

Computer literate with good knowledge of hardware and software necessary for performing planning tasks and managing records;

Ability to use microcomputer software for spreadsheets, graphics, word processing and data base operations;

Initiative and resourcefulness.

The employee's physical and mental condition shall be commensurate with the demands of the position.

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