

# **TOMPKINS COUNTY CIVIL SERVICE VACANCY Inclusion Through Diversity**

## **OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Planner - Various Towns

**SALARY:** \$60,000 to \$71,000 Annually, Commensurate With Experience

**TYPE OF EMPLOYMENT:** Full Time

**ISSUE DATE:** 06/22/23

**THE FINAL DATE TO FILE APPLICATIONS:** 07/10/23

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 07/11/23

### **RESIDENCY WAIVED**

The Town of Danby, New York is currently accepting applications for a full-time Planner to manage all aspects of its planning office in this small but rapidly growing town in the Finger Lakes Region in central New York State. The town's Planner is relied upon to:

- Assist the Town Board, Planning Board, Board of Zoning Appeals, and Conservation Advisory Council • Prepare and coordinate the preparation of plans to guide and manage the Town's growth, community development and environmental protection.
- Receive and review various development review applications and coordinate needed board reviews (site plan, subdivision, special permit), including review of environmental assessment forms.
- Interpret the Zoning Ordinance and make related determinations, in close coordination with the Code and Zoning Enforcement Officer • Review (and sometimes prepare) environmental assessment forms • Assist the town with planning-related grant applications and managing grant-funded projects.

Danby is a small, still mostly rural town of 3500 residents, but it is faced with growth pressures due to its location just south of Ithaca, home to both Cornell University and Ithaca College. The educational institutions, the Ithaca urban area and the beautiful natural setting make this area a cultural and environmental magnet. Danby is mostly formerly agricultural, and much in need of planning for its future. Its residents value the town's rural character and wish to avoid a future in which it is lost. At the same time, it is recognized that much that draws people together in community is missing. The town seeks to undertake an open and participatory process to explore its options for shaping a future that builds on and protects its assets while changing into a new and even better place. The town's Planner will play a key role in helping the town reposition itself. This will be challenging work, making good use of planning skills and the ability to work collaboratively, while enjoying the excellent quality of life this area offers.

The successful applicant must meet the minimum requirements of this civil service position, but Danby hopes to attract a planner with more than the minimum municipal level planning experience, especially with managing a small office; coordination with multiple boards; thoughtful approaches to problems and planning; and the administration of development review and zoning administration processes. Danby's small community and strong desire to improve its planning and zoning provide a great opportunity for the right Planner to thrive. Knowledge of New York State planning-related laws, environmental review regulations, local government and related processes are preferred. Must possess a bachelors degree in planning or a related field

plus one year's experience, or a masters degree in planning.

This is a full-time, salaried professional position. Salary range \$60,000 to \$71,000 annually, commensurate with experience. Excellent benefits (health, dental, and participation in the NY State & Local Retirement System). This will be a provisional appointment subject to a civil service exam administered through the Tompkins County Department of Human Resources. To apply, visit the Tompkins County Human Resources website to complete the online application and to upload a resume and cover letter regarding your interest in working for the Town of Danby. Please feel free to also upload writing samples or other professional works through the county website. Online applications must be fully completed by Monday, July 10, 2023. Questions about this posting may be emailed to the Town Supervisor at [supervisor@danby.ny.gov](mailto:supervisor@danby.ny.gov).

**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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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850