

**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:** TRANSPORTATION PLANNING DIRECTOR

**SALARY:** Hire Rate: \$105,061; Working Rate: \$110,594

**TYPE OF EMPLOYMENT:** Full Time

**ISSUE DATE:** 03/25/25

**THE FINAL DATE TO FILE APPLICATIONS:** 04/23/25

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 04/24/25

**RESIDENCY WAIVED**

Please include a cover letter and resume with application.

The Ithaca-Tompkins County Transportation Council (ITCTC), located in Ithaca, NY, is recruiting to fill the position of Transportation Planning Director to lead planning for community transportation programs and manage the County's Metropolitan Planning Organization. The Transportation Planning Director will provide expert guidance, leadership and support to the ITCTC and wider community in methods to address transportation-related priorities, including highways, bridges and multimodal options, and in implementing, evaluating, and improving initiatives supporting those priorities.

**MINIMUM QUALIFICATIONS: EITHER:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's degree **AND** five (5) years of professional experience related to transportation or other relevant planning field, including management of complex programs, contracts, and/or grants; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** seven (7) years of professional experience related to transportation or other relevant planning field, including management of complex programs, contracts, and/or grants; **OR**
- (c) Any equivalent combination of training and experience equal to or greater than that defined in (a) & (b) above.

**SPECIAL REQUIREMENT:**

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and must be a resident of Tompkins County within 6 months of starting in the position.

Candidate chosen for employment must possess a valid New York State driver's license within 30 days of appointment and maintain such license for the duration of employment.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

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

This position is responsible for leading the planning, coordination and administration of a wide variety of functions of the Ithaca-Tompkins County Transportation Council (ITCTC) (Metropolitan Planning Organization (MPO)). The Director administers the MPO program and supervises the central staff. The Director develops the Unified Planning Work Program (UPWP) and leads implementation to design, coordinate, administer and execute transportation planning and programming tasks identified in the UPWP. Such tasks relate to the short- and long-range planning of multi-modal transportation systems, facilities and services, and related components required by federal and state laws and regulations.

This position will interact with both County staff and elected leadership, municipal partners, New York State Department of Transportation staff, technical consultants and community members. The work is performed under the direction of the ITCTC Policy and Planning Committees, with the ITCTC Administrative Oversight Committee responsible for providing administrative oversight, as defined in the ITCTC Unified Operations Plan. County Administration provides oversight from a reporting perspective only, as funds are passed through the County. Wide leeway, subject to Policy Committee direction, is permitted for the exercise of independent judgement in carrying out the objectives of the program. Direct supervision is exercised over professional staff, including planners and other support staff. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Provides expert guidance and support to the ITCTC and wider community in methods to address transportation-related priorities and in implementing, evaluating, and improving initiatives supporting those priorities;

Responsible for developing the Unified Planning Work Program, scope of services, progress reports, Transportation Improvement Program, long range transportation plan, and grant administration;

Oversees coordination and facilitation of ITCTC Policy Committee and Planning Committee meetings, in coordination with ITCTC staff, ITCTC members and committee chairs;

Responsible for developing an annual operations budget and, together with NYSDOT and Tompkins County, working to facilitate the efficient processing of reimbursement requests;

Identifies and administers grant-making and grant-seeking activities to support transportation planning-related goals and policies, and supports and coordinates with local partners to apply for and administer grants, as well;

Prepares reports documenting technical, administrative and informational activities;

Establishes working relationships with other agencies and organizations to perform responsibilities in the development of a comprehensive transportation program for Tompkins County;

Presents information to public officials, technical committees, and the general public to provide and elicit information;

Prepares and administers work project designs, develops methodologies for use in planning studies and in evaluating alternative programs;

Briefs the Policy Committee members on program and technical issues, and coordinates with the Planning Committee to develop programs to best serve the community;

Develops systems for collecting and evaluating research data on the planning and provision of transportation services;

Conducts studies involving collecting, interpreting, and analyzing data on assigned projects;

Develops and implements evaluation tools for assessment of transportation programs;

Coordinates planning and evaluation functions with fiscal operations of the MPO.

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

Excellent ability to lead and demonstrate initiative as a self-starter exercising high autonomy and independent, as well as critical thinking to provide informed recommendations for advancing transportation goals;

Thorough knowledge of principles, concepts, trends, regulations, current best practices and innovative solutions related to transportation planning, land use, and social, economic and environmental determinants and effects.

Ability to build good working relationships with others, particularly with municipal, state and federal partners, to coordinate efforts and move actions forward;

Excellent computer skills that at a minimum include presentation software, Microsoft Excel, PowerPoint and Word, and ability to learn new software as needed, especially in the realm of transportation modeling and geographic information systems;

Capable of critical thinking to provide informed recommendations to advance transportation goals;

Experience and a working understanding of the effective methods of moving people from origins to destinations in the most effective, efficient and sustainable way;

Strong creative problem-solving skills and knowledge of research methods and techniques for collecting, analyzing, and interpreting data and preparing clear and meaningful reports;

Excellent written and verbal communication skills to work effectively with department staff, committee chairs, technical consultants, partner agencies, and elected officials;

Prepares grant applications for funding transportation programs;

Develops data bases for contract and programs to track contracted budget expenditures;

Develops policy, guidelines and procedures;

Thorough knowledge of survey design and conduct, and demand forecasting;

Thorough knowledge of the principles, practices and theories of transportation planning.

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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.â

**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