

TOMPKINS COUNTY CIVIL SERVICE VACANCY

Inclusion Through Diversity



OPEN TO THE PUBLIC

Tompkins County Personnel 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

TITLE: SUSTAINABILITY PLANNER - TOWN OF ITHACA

SALARY: Hourly Range is \$20-22

TYPE OF EMPLOYMENT: Full-time, 40 hours per week

ISSUE DATE: 05/10/12

THE FINAL DATE TO FILE APPLICATIONS: 06/01/12

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/02/12

RESIDENCY WAIVED

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State college or university with a Master's degree in planning, public administration, environmental studies, natural resources or a field closely related to sustainability **AND** two (2) years of professional work experience involving the development and implementation of sustainability programs and policies; **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, public administration, environmental studies, natural resources or a field closely related to sustainability **AND** three (3) years of professional work experience involving the development and implementation of sustainability programs and policies; **OR**
- (c) Professional Designation such as Certified Sustainability Development Professional, Certified Carbon Reduction Manager or Leader in Energy and Environmental Design designation **AND** one (1) year of professional experience involving the development and implementation of sustainability programs and policies; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

SPECIAL REQUIREMENT: Possession of valid New York State driver's license within 30 days of appointment and maintain it throughout appointment. Reliable transportation is required as incumbent will be working in both Ithaca and Dryden.

ADDITIONAL INFORMATION: Incumbent will be working 20 hours per week for Dryden and 20 hours per week for Ithaca with offices in both locations. The employer of record for pay and benefits will be the Town of Ithaca. This position is a two year grant funded position, with full time level benefits.

DISTINGUISHING FEATURES OF THE CLASS:

This professional level position is responsible for the performance of a variety of sustainability planning assignments for the Town of Ithaca and Town of Dryden. This position will work across departmental boundaries to plan and execute initiatives to

address climate change issues, energy consumption reduction and community sustainability in the towns. This position serves as the town's lead advisor on sustainability issues and involves frequent interaction with elected officials, the community and other town officials. The work is performed under the general guidance of the Ithaca Town Supervisor/ Dryden Town Environmental Planner. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

For the Town of Dryden:

Access and evaluate baseline energy conditions in Ithaca and town's facilities and operations; Recommend quantifiable green house gas emission targets for 2015 and beyond; Recommend renewable energy options for town operations; Create a systematic approach for measuring success across all departments and programs in the town; Create a policy and decision evaluation tool for all decisions made by the town;

For the Town of Ithaca:

Access and evaluate baseline energy conditions in Ithaca and town's facilities and operations; Recommend quantifiable green house gas emission targets for 2015 and beyond; Create and recommend goals for reducing energy demand for town buildings, infrastructure and vehicles; Recommend renewable energy options for town operations; Recommend recycling strategies with town facilities and among residents; Recommend climate protection strategies through land use planning;

Create a plan of options for a green economy;

Assist and participate with an evolving process to integrate accepted recommendations into the comprehensive plan and zoning requirements, keeping in mind changing research and strategies and the results in other municipalities;

Overall:

Develop and help to implement sustainability recommendations and goals; Meet with and explain to organizations and the public about activities, projects, regulations and standards dealing with sustainability programs; Participate in studies involving research, investigation and analysis of sustainability and prepare and present reports; Perform a variety of research work relating to sustainability planning, including the collection and analysis of various data; Participate in meeting with municipal boards, legislative bodies, and other public officials to advise them on sustainability matters and make recommendations; Coordinate activities such as preparation of materials for meetings, planning and preparation of educational activities, and public relations; Provide assistance to municipalities in preparing comprehensive plans and land use control regulations; Facilitate intra-departmental and inter-departmental coordination to support town sustainability efforts; Perform miscellaneous office work or other work assigned, and maintain records of activities;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of concepts, principles, practices, methods and techniques of climate change and energy sustainability issues; Good knowledge of sustainability issues related to the economy, society and the environment; Working knowledge of planning strategies and comprehensive planning; Working knowledge of basic research methods and techniques; Working knowledge of best practices in "green" technology and building construction, mechanical systems, energy, lighting and sustainability programs; Working knowledge of computer software for word processing, spreadsheet, e-mail, presentation graphics for developing statistical analyses and preparing presentation materials, and utility or energy data systems; Ability to work collaboratively, thinking analytically and creatively to achieve results; Ability to communicate ideas and work effectively across departments, disciplines, municipal boundaries, with community groups and a diverse community; Ability to work independently and be self-supporting; Ability to prepare complex written reports; Ability to communicate clearly and concisely, both orally and in writing; Ability to understand complex oral and written directions; Ability to exercise initiative and resourcefulness; integrity, discretion and sound judgement; The employee's physical condition shall be commensurate with the demands of the position.

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 Personnel 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 Personnel 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.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE (Cross-Filing): If you have applied for any other civil service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all of the examinations at one test site. If you have applied for both State and Local government examinations, you must make arrangements to take all of your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date. If you have applied only for multiple local government examinations, you must write to each civil service agency to make arrangements. You must make your request for these arrangements no later than the final filing date of the examination. You must notify all local government civil service agencies with whom you have filed an application of where you wish to sit for your examination(s). For further information call (607) 274-5526.

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