

Deputy Commissioner of Planning and Sustainability (Departmental Promotion) Tompkins County

Department: Department of Planning and Sustainability

Classification: Competitive

Labor Grade: 87

Approved: 06/09/1991

Revised: 7/97; 05/14; 12/17

By: AF, Commissioner of Personnel

QUALIFYING EXPERIENCE FOR TAKING THE PROMOTION EXAMINATION:

This is a departmental promotion opportunity admitting only current employees of the Tompkins County Department of Planning and Sustainability. No later than the filing period announced, the applicant must currently hold, and have continuously have held, at least two years of full-time (or the equivalent part-time) permanent and/or contingent permanent competitive class status in one or a combination of the following titles: Principal Planner, Associate Planner or Senior Planner.

SPECIAL REQUIREMENT:

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

DISTINGUISHING FEATURES OF THE CLASS:

This is high level professional planning work at a supervisory and management level. The position is responsible for the development and administration of the departmental work program, and includes issuing assignments, advising, assisting and directing staff in accomplishing the work program and the objectives of the department. The position is responsible for assisting the Commissioner of Planning and Sustainability in management of the County Planning and Sustainability Department in compliance with County administrative requirements. The position is also responsible for preparing and overseeing the preparation of complex and technical planning studies such as comprehensive plans, implementation strategies and special planning and management studies, as well as providing planning assistance to the public and municipalities. The incumbent works closely with community agency directors, department heads, legislators, municipal elected officials, and citizen activists to strategize around specific topic areas, and develop plans to address issues and quantify measurable results.

This high-level professional position is expected to demonstrate broad knowledge across a number of specialty areas that may include land use, housing, tourism, energy, climate change and greenhouse gas emissions, community development/sustainability, rural development, water resources, land conservation or the environment. The incumbent is responsible for overseeing or leading teams on complex studies that require a high degree of coordination of efforts among members of the Department and others. The work is performed under the general direction of the Commissioner of Planning and Sustainability with wide latitude being given to perform duties and responsibilities. Supervision is exercised over subordinate staff including providing guidance on complex policy issues, intergovernmental relations and citizen engagement. The incumbent acts for the Commissioner in his/her absence and will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Develops and oversees the department's work program, working with the Commissioner to assign staff to specific projects and assigning other resources as needed;
- Provides professional planning and administrative advice to all department staff on the preparation of plans and reports on land use, housing, environmental, energy and economic development programs;
- Develops proposals and recommendations for policies, plans and projects;
- Prepares, manages and supervises the preparation of County planning-related programs, plans, studies, and reports addressing a variety of issues including comprehensive plans, implementation strategies, needs assessments and policy analyses;
- Develops work plans for projects involving multiple staff and oversees development of work plans for projects led by Planning and Sustainability staff;
- Conducts and oversees complex analyses of data on population, housing, transportation, energy, greenhouse gas emissions, natural resources, land use and local economic conditions for use in planning activities;
- Assumes responsibility for oversight of the department in the absence of the Commissioner;

- Supervises subordinate planning staff, including the recruitment and evaluation of planners, support staff, and student interns;
- Responds to requests for information and complaints about problems from the public, community organizations, and County and municipal government officials;
- Makes formal and informal presentations to inform and advise citizen advisory boards, legislative bodies, and public officials on planning projects and programs;
- Leads and coordinates diverse planning programs with municipalities, community agencies, department heads, legislators, citizen activists, and State, Federal and regional agencies to strategize around specific topic areas, develop plans to address issues, and quantify measurable results;
- Assists the Commissioner in developing and managing the Department budget and implementing policies and actions related to budget, personnel, purchasing, and other central services;
- Prepares and supervises the preparation of a variety of planning statistics, data, plans, designs, charts, records and reports, including performance indicators for departmental programs, and analysis of demographics and other community parameters;
- Evaluates and provides advice on development projects consistent with local and state policies, including General Municipal Law §239-l and -m, the State Environmental Quality Review Act, and site plan review.
- Provides planning information to the public and technical assistance to municipal governments regarding Planning programs, laws and policies;
- Prepares and supervises the preparation of grant applications by the Planning and Sustainability 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;
- Comprehensive knowledge of the principles, purposes, terminology, and practices of land use policy and planning;
- Comprehensive knowledge of the legal, sociological, economic, environmental, infrastructure, and legislative facets of Planning;
- Thorough knowledge of governmental decision-making processes and County administrative policies and guidelines;
- Extensive knowledge in one or more specialty areas such as land use, housing, transportation, tourism, energy, climate change and greenhouse gas emissions, community development/sustainability, rural development, water resources, land conservation or environmental protection;
- Good knowledge of research methods and techniques involved in planning;
- Good knowledge of group facilitation skills to gather public comment at meetings;
- Ability to prepare and supervise the preparation of complex, detailed comprehensive plans for community development;
- Ability to develop work programs to accomplish complex, multi-faceted projects;
- Ability to deal with tight deadlines and competing requests;
- Ability to prepare concise, well-constructed oral and written communications and reports that convey complex planning topics to the public;
- Skillful application of creative problem-solving to gather relevant information to solve vaguely defined practical problems;
- Ability to lead teams of department staff, other County staff, representatives from other agencies and municipalities, consultants, and/or interested citizens;
- Ability to communicate and deal effectively with department heads, local officials, legislators, and residents and to advise, persuade or influence them in adverse and tense conditions;
- Ability to communicate with persons representing diverse public interests;
- Ability to plan and supervise the work of others;
- 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 express oral and written information in a clear and concise manner and to understand and give complex oral and written instructions;
- Ability to exercise initiative, resourcefulness, tact, discretion and sound judgment;
- Thorough knowledge of current methods for collecting, analyzing and interpreting demographic, social and economic data;
- Good knowledge of zoning and subdivision practices and State planning law;
- Ability to use computer software for spreadsheets, graphics, word processing and data base operations;
- Ability to travel, as required to fulfill the demands of the position in Tompkins County; and
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. There may be minimal exposure to disagreeable conditions. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job. If an individual has limitations, the employee has the right to request reasonable accommodations in accordance with the ADA and as amended.

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