

## **Director of Planning (Promotional) Tompkins County**

**Department:** Towns of Ithaca, Lansing and Dryden

**Classification:** Competitive

**Labor Grade:** S for Town of Ithaca

**Approved:** 0

**Revised:** TB 7/2010; 12/13;

**By:** AF, Commissioner of Personnel

### **QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:**

**Admission to this Interdepartmental examination will be limited to current employees of the Town of Ithaca or Town of Dryden. Applicants must currently hold, and have continuously held either 2 years as an Assistant Director of Planning or 3 years as an Environmental Planner.**

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

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

This is a major administrative position responsible for planning, directing and supervising the operations of the Town Planning Department. The Planning Director is empowered by the Town Board to direct planning activities dealing with development, community development, economic development, comprehensive planning, and administration of the Planning Department. The incumbent is responsible for preparing, implementing and updating the Town's Comprehensive Plan; providing professional planning advice to the Town Board, Planning Board, and other town boards, committees and officials; conducting research on economic and demographic conditions in the Town; maintaining information on the Town's population, land use, housing, environmental status, human and natural resources, community facilities, and other data that may be required by the Town Board; furnishing technical assistance in matters pertaining to zoning, site plan review, and other land use regulations and municipal land use plans; overseeing the preparation of studies and recommendations on planning and development issues; and providing assistance to the Town Board and other departments on funding and grant proposals. Work is performed in accordance with the policies of the Town Board, under the supervision of the Town Supervisor. There is considerable exercise of independent judgment and autonomy in carrying out details of the work. Supervision is exercised over the work of all department staff. Attendance at night meetings required. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Directs operations of the Town Planning Department:

Assigns, reviews and evaluates the work of principal subordinate staff, including hiring, firing, training, and disciplining staff in compliance with state law and local civil service rules;

Supervises consultants engaged to assist in the preparation of specialized studies;

Prepares and monitors department budget in accordance with Town Board guidelines;

Responsible for management of department records, documents and equipment;

Monitors compliance with accepted planning and environmental principles, Federal, State and Town laws and regulations;

Responsible for referrals to the county under 239 L, M, and N General Municipal Law;

Promotes comprehensive land use planning and community development in the Town;

Manages and administers the ongoing comprehensive planning and community development program;

Develops approaches for implementing the goals of the Comprehensive Plan;

Prepares reports and recommendations based on analysis of census data, economic data, land use and other relevant data;

Manages the preparation of plans, studies and presentations for town-wide projects;

Makes recommendations regarding implementation and scope of environmental studies;

Supports town boards, committees and officials:

Provides technical assistance to the Town Board and other town boards, committees and officials;

Provides assistance to the Town Board and other town board, committees and officials in the preparation and submission of grant and funding applications;

Collaborates with the Attorney for the Town and the Town Board in the creation of new local laws and ordinances;

Engages in outreach with the community;

Serves on a variety of board and committees representing the Town;

Coordinates joint projects with other governments and agencies;

Acts as a representative of the Town regarding economic development, planning, and other related issues;  
Speaks before community groups and other gatherings to further the understanding of planning and community development objectives;  
Provides planning information to citizens and community organizations on matters pertaining to land use, zoning, subdivision regulations, site plan review, and New York State Environmental Quality Review;

**For Town of Lansing:**

In addition to the above:

Oversees stormwater plan and reviews development plans for same for subdivisions, site plans, planned development areas, special permits, SEQR reviews, building permits if not required in above approvals.  
Oversees and administers stormwater permits, fees, inspections, and the annual storm water report.  
Coordinates with the Public Works department on their work in areas of improvements, maintenance, repairs, and inspections of same.  
Provides professional guidance to local officials and town boards in understanding the technical elements of stormwater pollution prevention including issues of erosion and sedimentation control.

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

Comprehensive knowledge of the purposes, principles, terminology and practices employed in community planning and development;  
Thorough knowledge of current methods of collecting, analyzing, and interpreting planning and development information;  
Thorough knowledge of advanced professional techniques in the field of planning and community development;  
Outstanding professional leadership ability;  
Ability to prepare complex and comprehensive development, planning and environmental studies;  
Ability to analyze and evaluate development proposals;  
Ability to plan, organize and supervise the work of others;  
Ability to communicate effectively, both orally and in writing;  
Ability to deal courteously and effectively with the public, boards and committees, and other government officials;  
Ability to prepare operating budgets;  
Ability to use personal computers and related software for planning and management applications;  
Ability to be firm, tactful, courteous and use good judgment;  
Ability to maintain confidentiality;  
The employee's physical condition shall be commensurate with the demands of the position.

D62.doc

Originally Created in 1994