

## **Planner Tompkins County**

**Department:** Town of Ithaca, Town of Dryden, Town of Lansing

**Classification:** Competitive

**Labor Grade:** 11

**By:** HB, Deputy Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS: EITHER:**

- (a) Graduation from, or current enrollment with an understanding that the degree must be obtained within 6 months of appointment in, a master's degree program at a regionally accredited or New York State registered college or university in planning, architecture, landscape architecture, engineering, environmental studies, natural resources, community development 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, community development or a closely related field **AND** one year of planning experience (full time, part time or volunteer) in a public or private agency; **OR**
- (c) Any equivalent combination of training and experience as described in (a) and (b) above.

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

### **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. These assignments may include being the team leader for individual planning projects and programs or for single aspects of larger projects. Planners may also serve as staff for advisory boards as assigned providing technical and administrative assistance. Work assignments may increase in level of complexity and responsibility as the incumbents' professional competence increases. This class of positions differs from that of senior level planners in level, complexity of assignments and independence. The work is performed under the general guidance of the Director of Planning with moderate degree of independent judgement and autonomy in the executing the assigned tasks. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Participates in studies involving research, investigation and analysis of physical economic and environmental factors related to municipal, regional or community planning;

Participates in the development review and plan review process;

Designs and implements surveys on public transportation use, carpooling, industrial site development, area employment or other topics related to planning department projects;

Coordinates Planning Committee activities, such as preparation of materials for meetings, planning and preparation of educational activities, and provides public relations;

May serve as staff for advisory boards, provides administrative support, and performs a variety of research projects;

Leads planning studies projects and programs as assigned;

Assists in collection, tabulation and analysis of data, including census statistics, land use, economics, natural resources, etc.;

Produces written communication, such as newsletter articles, reports, program summaries, news releases, and technical memorandums for the public and various groups and individuals as appropriate;

Obtains and collates statistical data relative to capital improvement programs covering such subjects as tax base, elements of municipal indebtedness and sources of revenue;

Prepares a variety of maps, charts, advertisements and other graphics required in support of planning projects being performed;

Performs miscellaneous office work and assists with maintaining records of Planning Department activities;

Assembles and disseminates statistical data regarding current demographic characteristics, population growth, economic trends, business activities, residential development and other development, and planning projects;

Performs informational and advisory reporting; researches and creates draft resolutions; prepares legal notices and notices of decision; participates in meeting with municipal planning boards, zoning boards, legislative bodies, and other public officials to advise on planning matters, local land use, and zoning ordinance and makes recommendations;

Provides timely responses to requests for information from the general public, town officials and staff on zoning and subdivision regulations, proposed developments and related planning issues;

Provides assistance to municipalities in preparing comprehensive plans and land use control regulations;

Plans and conducts field visits for site inspections.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the purpose, principles, practices, methods and terminology used in municipal, community, or regional planning;

Good knowledge of the sociological, physical, economic, environmental design and research factors included in planning;

Working knowledge of basic research methods and techniques

Working knowledge of the principles and practices of drafting, mapping, and graphic visual methods as applied to planning;

Working knowledge of zoning and subdivision practices;

Working knowledge of current problems and issues in the field;

Ability to work on several projects or issues simultaneously, deal with tight deadlines, and manage competing requests;

Ability to prepare complex written reports;

Ability to express oneself clearly and concisely, both orally and in writing;

Ability to understand complex oral and written directions;

Ability to analyze factual data;

Ability to exercise discretion and sound judgement;

Ability to facilitate group discussions and gather public comment at meetings and a commitment to inclusive and equitable public outreach and engagement;

The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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