

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

TITLE: Commissioner of Planning and Sustainability

SALARY: Range from \$106,475 to \$115,669

LOCATION: Department of Planning and Sustainability

TYPE OF EMPLOYMENT: Full-time

ISSUE DATE: 05/30/17

THE FINAL DATE TO FILE APPLICATIONS: 07/14/17

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 07/15/17

RESIDENCY WAIVED

LOCATION OF POSITIONS/VACANCIES:

The Tompkins County is actively recruiting for the Commissioner of Planning and Sustainability. This is a leadership role in the management class and is charged with the responsibility to maintain good and effective public relations to promote comprehensive land use planning, public infrastructure development and maintenance, housing planning, tourism development, energy planning, land and water conservation, open space planning, smart growth and community sustainability in Tompkins County.

The Commissioner of Planning and Sustainability is currently a competitive class Department Head who is considered to be a public officer. The candidate must be either a natural born or naturalized citizen of the United States and must establish residency within Tompkins County within a reasonable period of time.

Tompkins County is an Equal Opportunity Employer (EEO), committed to cultivating an inclusive and diverse workplace. Individuals seeking to contribute to the diversity and inclusivity of our organization and the communities we serve, are encouraged to apply.

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from an accredited or New York State registered college or university with a Master's degree in Planning, Architecture, Landscape Architecture, Engineering, Environmental Studies, Natural Resources, or related field **AND** nine years of professional experience in municipal, community or regional planning, five years of which must have been in a supervisory or administrative capacity; **AND** demonstrated experience with planning, administration and/or management of public infrastructure projects or programs; **OR**

(b) Graduation from an accredited or New York State registered college or university with a Bachelor's degree in Planning, Architecture, Landscape Architecture, Engineering, Environmental Studies, Natural Resources, or related field **AND** eleven years of professional experience in municipal community or regional planning five years of which must have been in a supervisory or administrative capacity **AND** demonstrated experience with planning, administration and/or management of public infrastructure projects or programs; **OR**

(c) Any combination of education and experience equal to or greater than that defined by the limits of (a) and (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 a resident of Tompkins County.

DISTINGUISHING FEATURES OF THE CLASS:

The Commissioner of Planning and Sustainability is a key administrative position involving the responsibility for the Department of Planning and Sustainability. The position is empowered to: prepare and update the Comprehensive Plan for the development of the County; prepare and update the Twenty Year Capital Improvement Plan for the development and maintenance of County facilities and infrastructure; provide professional planning and management oversight on all matters relating to Development, Housing, Conservation, Tourism, Climate Change, Energy and Community Sustainability; conduct research into economic and demographic conditions in the County and its municipalities; maintain databases on County population, land use, housing, environment status, human and natural resources, community facilities, energy and greenhouse gas emissions, and such other studies that may be directed by the legislature; furnish technical assistance in matters pertaining to zoning, site plan review, NYS Environmental Quality Review Act (SEQR), agricultural districts, other land use regulations and municipal and regional land use plans; make recommendations concerning site plans, subdivisions, special permits, variances or adoption or amendment of comprehensive plans and zoning and subdivision regulations upon referral from municipalities pursuant to the New York State General Municipal Law; prepare information and reports on capital project requests; oversee planning related map and data development using GIS and other appropriate software; develop plans, policies and programs to meet energy and greenhouse gas reduction goals of Tompkins County and as may be mandated or encouraged by State and Federal policies; develop plans, policies and programs to prepare the community for the impacts of climate change and recovery from disasters; develop plans, policies and programs to implement housing and smart growth strategies; develop plans, policies and programs to conserve the County's natural resources and protect the environment; develop plans, policies and programs to implement the County's Tourism program in association with the Strategic Tourism Planning Board; develop, update and lead implementation of a Sustainability Strategy for County government operations; oversee development and periodic updates of the Multi-jurisdictional All-Hazard Mitigation Plan for Tompkins County; contribute to programs and projects related to the enhancement of the County's infrastructure, including county-owned buildings and facilities; provide administrative assistance to the Tompkins County Environmental Management Council, Water Resources Council, Planning Advisory Board, Strategic Tourism Planning Board, and County Sustainability Team; and participate in the planning and administrative oversight of the Ithaca-Tompkins County Transportation Council. The Commissioner shall report directly to the County Administrator for the implementation of policies established by the County Legislature, however, the Commissioner has full and direct accountability for final results.

TYPICAL WORK ACTIVITIES:

- Provides leadership in maintaining good and effective public relations to promote comprehensive land use planning, public infrastructure development and maintenance, housing planning, tourism development, energy planning, land and water conservation, open space planning, smart growth and community sustainability in Tompkins County;
- Oversees long-range capital planning for the construction, alteration, demolition, maintenance, and repair of all buildings, highways, bridges, airport facilities, and recycling and materials management and related facilities in the County;
- Directly supervises senior Planning and Sustainability staff, including the Tourism Program Director;
- Maintains top level contact with community leaders, state, federal, and regional governmental officials, and representatives of business and industry regarding planning, infrastructure, transportation, economic development, tourism development, energy and greenhouse gas emissions, smart growth and community sustainability objectives;
- Prepares feasibility and market studies to determine potential value of proposed projects and make decisions regarding project priorities and the extent and scope of studies;
- Oversees preparation of department budget, and capital budget, in association with the County Administrator and Finance Director in accordance with Legislature and Budget Office guidelines;
- Provides technical assistance to County legislature, other County departments, advisory boards, and committees, as requested;
- Manages and administers certain special programs including, but not limited to, County land policy, County owned forest lands management, County SEQR implementation, County office space needs analysis, energy and greenhouse gas emissions, sustainability initiatives, adaptation efforts, tourism and programs to improve water quality and reduce impact of floods;
- Develops the Small Cities Community Development Block Grant program and facilitates the preparation of funding proposals for economic development and low and moderate income housing needs;

- Works with the Highway Department to develop projects for inclusion in the State's Transportation Improvement Program;
- Works with the Facilities Department to develop plans to meet county's long-term facility and office space needs;
- Works with the Recycling and Materials Management Department to implement sustainability initiatives that reduce greenhouse gas emissions;
- Works with the County Airport to implement sustainable elements of the Airport's Green Master Plan;
- Coordinates energy efficiency planning and implementation for county government;
- Monitors and provides input on pollution prevention efforts in the community;
- Provides technical planning services to communities on matters pertaining to land use, zoning, subdivision regulations, SEQR regulations and inter-municipal cooperation agreements;
- Reviews and comments on the positive/negative impacts of development projects and plans as required under section 239-l, -m and -n of the General Municipal Law, or as requested by the Legislature;
- Administers Tompkins County's Flood Hazard Mitigation/Stream Corridor Protection Program;
- Prepares, updates and implements the County Comprehensive Plan and Long Range Capital Improvement Plan for the development of highways, public buildings, land usage, community facilities and environmental preservation;
- Analyzes and prepares reports and maps on census data, housing, demographics, land use, and the physical features of the County;
- Collects, updates and distributes planning data;
- Conducts research on the economic conditions of the County and individual municipalities;
- Interacts and provides technical assistance to County organizations functioning in economic development such as the Chamber of Commerce, Tompkins County Area Development (TCAD), Industrial Development Agency, Cornell University, Ithaca College, and Strategic Tourism Planning Board;
- Works with TCAD and others to develop long term and short term strategies for economic development that can be used by the legislature to develop policies;
- Leads in grant identification and grant writing efforts for planning, sustainability, land and water conservation, open space protection, energy, tourism and infrastructure projects;
- Serves on a variety of boards and committees often "representing" the county, examples of such groups include Tompkins County Area Development and the Ithaca/Tompkins County Transportation Council;
- Supervises consultants engaged to assist in the preparation of advanced specialized studies;
- Speaks before community groups and other gatherings to further the understanding of planning, tourism, energy, infrastructure, and community sustainability objectives;
- Engages key community stakeholders including Cornell University, Ithaca College, the Chamber of Commerce, municipal governments, citizen groups, private businesses, and State and Federal agencies and officials in collaborative initiatives to address community sustainability, smart growth, energy and greenhouse gas emissions, conservation and open space, housing, tourism and other community issues;
- Participates in professional Planning and Sustainability organizations.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the purposes, principles, terminology, and practices employed in municipal, regional or community planning and sustainability, including, but not limited to, Geographic Information Systems, planning related computer software, spreadsheet analysis, capital programs, public works and infrastructure, energy and greenhouse gas emissions, data base analysis, housing market studies and demographic and economic base analysis, land protection and resource conservation, smart growth, tourism, and sustainable community development;
- Comprehensive knowledge of the principles and practices of administration including planning, budgeting, personnel methods and procedures, program reporting, communications and supervisory methods and techniques;
- Thorough knowledge of zoning and subdivision practices and local land use laws;
- Thorough knowledge of standard and innovative professional planning techniques and tools;
- Thorough knowledge of legislation, current challenges and professional literature in the fields of land use law, Planning and Sustainability;
- Thorough knowledge of climate change and energy issues, including greenhouse gas accounting, policy and legislation,
- An incumbent in this position must exercise a high degree of interpersonal skill.
- Exceptional ability to prepare and supervise complex and detailed master plans for infrastructure, and community development and preservation;
- Exceptional ability to make professional decisions requiring advanced technical knowledge and skills;
- Outstanding professional leadership ability;
- Ability to plan, organize, and coordinate complex analyses of energy and greenhouse gas emissions, sustainable development and infrastructure development programs;

- Ability to plan, organize and coordinate progressive phases of a tourism development program;
- Ability to engage private and public sector officials at the highest levels in developing policies and programs to address complex community development issues;
- Ability to develop an organizational culture that encourages diversity, provides an inclusive, welcoming work environment, develops leadership, provides opportunity for staff development at all levels, and motivates all staff to perform up to their potential;
- Initiative and resourcefulness in the solution of complex administrative problems;
- Sound professional judgment is required;
- The incumbent shall possess a physical condition commensurate with the demands of the position.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The incumbent must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. The employee's ability to communicate (verbal or written) must be sufficiently adequate to enable them to understand and carry out detailed instructions. The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. In respect to the physical demands of this position, there may considerable visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role.

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Originally created July 2005

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.

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