

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: Deputy Commissioner of Planning and Sustainability

SALARY: \$72,717 on hire automatically increasing to \$79,019 after nine months of employment.

LOCATION: Tompkins County Department of Planning and Sustainability, Ithaca NY.

TYPE OF EMPLOYMENT: Full-time provisional pending the next civil service examination.

ISSUE DATE: 12/07/17

THE FINAL DATE TO FILE APPLICATIONS: 01/08/18

RESIDENCY WAIVED

LOCATION OF POSITIONS/VACANCIES:

The Tompkins County Department of Planning and Sustainability is actively recruiting for the Deputy Commissioner of Planning and Sustainability. This is a leadership position involved in providing high-level planning services to County government and the Tompkins County community on matters relating to development, housing, conservation, tourism, climate change, energy and community sustainability. The Deputy Commissioner assists with overseeing a budget \$1.13 million and managing a staff of eleven FTE positions. This is a full-time 40-hour per week FLSA Exempt position (salaried) that will be filled on a provisional basis pending examination.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in planning **AND** five years of professional experience in municipal, community or regional planning, two years of which must have been in either a supervisory or administrative capacity; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in natural resources, public administration, public policy, landscape architecture or closely related field **AND** six years of professional experience in municipal, community or regional planning, two years of which must have been in a supervisory or administrative capacity; **OR**
- (c) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning, natural resources, public administration, public policy, landscape architecture or closely related field **AND** seven years of professional experience in municipal, community or regional planning, two years of which must have been in a supervisory or administrative capacity; **OR**
- (d) Any equivalent combination of training and experience equal to or greater than that defined in (a), (b) and (c) above.

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 §239-1 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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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.â

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