

# 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**

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**TITLE:** Senior Planner - Energy Specialist

**SALARY:** \$54,641 on hire automatically increasing to \$59,342 after serving a nine-month training period.

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

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

**ISSUE DATE:** 01/26/18

**THE FINAL DATE TO FILE APPLICATIONS:** 02/20/18

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 02/21/18

**RESIDENCY WAIVED**

### **LOCATION OF POSITIONS/VACANCIES:**

There is currently one full-time 40-hour per week opportunity available in the title of Senior Planner - Energy Specialist. Tompkins County is a community leader in energy planning, renewable energy, and energy efficiency efforts. We are a certified Clean Energy Community and a Climate Smart Community and are looking for a creative, motivated, experienced individual to join our team of talented planners. This position would focus on serving commercial and industrial customers interested in installing renewable energy generation and incorporating energy efficiency in their designs for new buildings and major expansion and remodeling projects. This is a fully benefits eligible position that includes access to a Platinum health insurance plan, NYS Retirement, a flexible benefits program, twelve paid holidays per year, ten paid vacation days per year to start, etc. The appointment will be provisional pending the next civil service examination.

### **MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in planning, sustainability, architecture, business administration, engineering field relevant to building energy use, or a closely related field **AND** two years of professional experience in developing planning studies and reports in support of new and updated plans, programs and regulations; managing business client relations; or managing building energy management; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning, sustainability, architecture, business administration, engineering field relevant to building energy use, or a closely related field **AND** four years professional experience in developing planning studies and reports in support of new and updated plans, programs and regulations; managing business client relations; or managing building energy management; **OR**

(c) Any equivalent combination of training and experience equal to or greater than that defined in (a) and (b), 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:**

The incumbent in this position runs the Business Energy Navigator program that serves commercial and industrial customers interested in installing renewable energy generation and incorporating energy efficiency in their designs for new buildings and major expansion and remodeling projects. The incumbent engages with business owners and energy managers one-on-one to fully understand the envisioned facility so that s/he can identify and evaluate all potential energy cost-saving alternatives, tailor solutions, and act as a guide and advisor as the business takes steps to incorporate those aspects into their designs, and develop ways to finance those improvements. The incumbent interacts with economic development staff, business leaders, elected officials, county staff, and energy and sustainability advocates and experts in the community to further the Business Energy Navigator program and to reduce greenhouse gas emissions broadly in the community. The incumbent conducts complex and technical planning studies and strategic plans, prepares detailed reports, , and proposes policies, plans and projects in support of the Department's work program. As appropriate, the incumbent prepares grant applications and manages moderately complex grant projects and programs. The work will be performed under the general supervision of senior staff with allowances for a high degree of independent judgment and autonomy in executing assigned tasks. Supervision of professional staff is not a responsibility of this title although supervision of student interns and support staff may be required on a project or programmatic basis. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Develops and manages the County's Business Energy Navigator program;
- Engages with business owners and energy managers to evaluate potential energy cost-saving alternatives and tailor solutions;
- Develops and manages County planning-related programs, such as energy, community development/sustainability, or environmental protection;
- Makes formal and informal presentations to inform and advise citizen advisory boards, legislative bodies, and public officials on program activities;
- Guides businesses through the steps to incorporate energy cost-saving into their designs and operations;
- Advises and supports businesses to develop financing strategies and apply for funding opportunities;
- Serves as a contact person for the Business Energy navigator program by responding to requests for information and complaints about problems from the public, businesses, community organizations, and County and municipal government officials;
- Conducts complex analytical reports and planning studies;
- Prepares applications for grant funds for the department, local governments, and interested agencies;
- Develops proposals for County policies and guidelines for energy and climate change program activities;
- Communicates results of program activities to advisory boards and committees;
- Prepares applications for grant funds for the department, local governments, and interested agencies;
- Manages grant funds from federal and state agencies and/or local sources often involving selection and oversight of professional consultants, multiple community partners and substantial budgets;
- Issues Requests for Proposals and oversees contracts related to programs;
- Conducts training sessions to meet the needs and interests of the business community;
- Develops and assists with business education programs for input and participation at the municipal and countywide levels, including development of educational materials;
- Provides professional support to advisory boards and committees;
- Participates in studies with other groups in the County, providing data and other resources as appropriate;
- Assists in directing the work activities and program accomplishments of interns, department technicians, and consultants, as assigned;
- Attends and, in turn, organizes periodic staff meetings;
- Attends external training programs, as needed.

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

- Thorough knowledge of energy and sustainability planning;
- Thorough knowledge of alternative approaches to providing energy in buildings;
- Good knowledge of energy efficient construction or building design;
- Good knowledge of current research methods and techniques for collecting, analyzing, and interpreting data and preparing clear and meaningful reports;
- Working knowledge of building construction, heating and cooling systems, and renewable energy systems;

- Working knowledge of governmental decision-making processes;
- Ability to interpret construction plans and designs;
- Excellent customer service skills, interpersonal skills, and ability to connect with business owners and instill confidence in their decision making;
- Excellent project management skills with strong organizational abilities and attention to detail;
- Ability to think critically and creatively;
- Strong communication skills: oral, written and presentation;
- Ability to deal with tight deadlines and competing requests;
- Ability to work on several projects or issues simultaneously;
- Ability to work independently or in a team environment, as needed;
- Ability to attend to details while keeping big-picture goals in mind;
- Ability to prepare concise, well-constructed oral and written communications and reports that convey complex planning topics to the public;
- Skillful application of spreadsheet, database, desktop publishing, and word processing software;
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems;
- Ability to manage departmental and grant resources on a project or programmatic basis;
- Ability to understand and to give complex oral and written instructions;
- Initiative, resourcefulness, tact, and good judgment;
- 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; and
- 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.

**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