

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: Planner

SALARY: \$33.65 up to \$35.00/hr depending on experience.

TYPE OF EMPLOYMENT: Full time

ISSUE DATE: 08/11/25

THE FINAL DATE TO FILE APPLICATIONS: 10/10/25

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 10/11/25

RESIDENCY WAIVED

Preference may be given to candidates with 2-5 years' experience. Municipal experience is a plus.

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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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