

**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: Transportation Planner I

SALARY: Hire rate: \$68,723yr -; Working rate (after 9 months): \$72,342yr

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 05/06/26

THE FINAL DATE TO FILE APPLICATIONS: 06/01/26

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/02/26

RESIDENCY WAIVED

This position is with Tompkins County Department of Planning and Sustainability. Please also submit a cover letter and resume with your application. There is no requirement to live in Tompkins County or an adjacent County to apply for this position. Residency waived. Deadline to submit application is 5:00pm on 06/01/2026. This position is approved under NYS HELPS.

MINIMUM QUALIFICATIONS:

- (a) Graduation from, or current enrollment with an understanding that the degree must be obtained within 3 months of appointment in, a master's degree program at a regionally accredited or New York State registered college or university in planning, public administration, public policy, business administration, transportation management, logistics, engineering, sustainability, or closely related field; **OR**
- (b) Graduation from, or current enrollment with an understanding that the degree must be obtained within 3 months of appointment in, a bachelor's degree program at a regionally accredited or New York State registered college or university; **AND** 1 year of full-time paid (or the equivalent part-time and/or volunteer) experience related to transportation or other relevant planning fields, including working with grants and contracts; **OR**
- (c) Graduation from, or current enrollment with an understanding that the degree must be obtained within 3 months of appointment in, an associate's degree program at a regionally accredited or New York State registered college or university; **AND** 5 years of full-time paid (or the equivalent part-time and/or volunteer) experience related to transportation or other relevant planning fields, including working with grants and contracts.
- (d) Any equivalent combination of training and experience equal to or greater than that defined in (a), (b) and (c) above.

Tompkins County is committed to equity and inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for helping develop plans for community mobility programs and assist in actively managing the County's administration of public transportation grant programs. Working from the context of broadly stated policies and guidelines, the Transportation Planner I assists in creating programs, methods, and policies to address transportation issues in Tompkins County. The incumbent of this position participates in evaluation of community needs and identification of unserved demand for affordable mobility services and works collaboratively with mobility partners to address them.

The incumbent provides a broad range of federal, state, and local administrative oversight of grant recipients, including managing and documenting subrecipients' (public transit and paratransit operators) and contractors' adherence to federal regulations and program guidelines as detailed in a federal review occurring every three years (the Triennial Review). Additional work includes monitoring service quality and service activities, and verifying all required documentation is met to approve drawdowns of federal funds. The incumbent conducts periodic ridership and public surveys to gather data to inform recommendations for changes or adjustments. The position acts as liaison between riders and contractor(s), maintains rider files and compiles reports on ridership and associated data regarding service performance. Working closely with the Chief Transportation Officer, this position works to ensure successful delivery of mobility services from subrecipients, contractors, agencies, and other jurisdictions, and serves as an advocate for collaboration and funding at the regional, state, and federal levels. The incumbent is responsible for providing professional assistance to boards and committees. Attendance at periodic training events and conferences, sometimes requiring overnight stays out-of-the-County/State, is a requirement of this position. Work is performed under the general supervision of senior professional staff with allowances for a considerable degree of independent judgment and autonomy in executing assigned tasks. Supervision is not a responsibility of this title. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists in leading the County's transportation, transit and mobility efforts, including planning for services and implementing policies and procedures and oversight to safeguard the County's standing as the recipient of state and federal funding;
- Assists in providing guidance and support to County leadership and staff, and key partner agencies, such as the Tompkins Consolidated Area Transit (TCAT), in the efficient and effective use of state and federal funding for transportation, transit and other mobility efforts;
- Helps coordinate and provide oversight of the activities of subrecipients (TCAT, Inc. & Gadabout Transportation Services, Inc.) and contractors regarding federal laws, state laws, program regulations, contractual obligations, and administrative requirements;
- Writes reports and maintains documentation regarding procurements, contract administration, fiscal management and other areas outlined by FTA as part of subrecipient oversight in Triennial Review;
- Recommends improvements to the compliance program to improve effectiveness & efficiency;
- Helps identify and administer grant-making and grant-seeking activities to support County transportation planning-related goals and policies;
- Reviews draft laws, policy proposals, regulations, and funding opportunities from New York State, as well as federal and local governments and provides expert guidance and support to the County and wider community regarding transportation-related implications from those proposals;
- Develops recommendations regarding proposed policies, plans and projects;
- Provides professional support to advisory boards and committees;
- Assists with making formal and informal presentations to inform and advise citizen advisory boards, legislative bodies, and public officials on planning projects;
- Conducts complex analytical reports and planning studies related to transportation issues;
- Uses geographic information systems to prepare maps and statistics to illustrate planning concepts and perform analysis of data or directs others in preparing such information;
- 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 support staff, and consultants as assigned;
- Attends external training programs as needed;
- Helps oversee compliance with paratransit and supplemental programs;
- Helps oversee compliance with Title VI Civil Rights, Disadvantaged Business Enterprise, and Americans with Disabilities Act requirements;
- Ensures application processes, documents, assessments are complete and timely;
- Conducts and documents monthly meetings to ensure a shared understanding of key issues is achieved between Tompkins County and the subrecipient and contractors;

- Receives and archives monthly operation, service, and maintenance reports;
- Helps maintain updates for all transit related manuals and policies and procedures to maintain FTA and NYSDOT compliance;
- Provides regular training (at least annually) to relevant county, subrecipient and transit partner staff on policy and procedure updates;
- Performs and documents on-site visits to subrecipients and third-party contractor;
- Reviews and evaluates overall performance of subrecipients and third-party contractors in the implementation of projects to ensure that they are achieving the performance goals of the grant;
- Assists in addressing all Triennial reviews by FTA, audits by NYSDOT, and/or an outside Auditors, as assigned;
- Assists in coordinating agreements, contracts and amendments between Tompkins County, subrecipients, third-party contractors, local jurisdictions or consultants for projects and project development activities;
- Assists in the coordination of special projects, such as: short and long-term planning projects;
- Provides excellent client and departmental service to all customers both internally and externally;
- Works with mobility management contractors in implementation of their programs;
- Works with human service agencies and transportation providers to develop programs to address transportation related barriers to social determinants of health;
- Develops methods for integrating housing and transportation planning and development;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to demonstrate initiative as a self-starter exercising high autonomy and independent as well as critical thinking in order to provide informed recommendations for advancing County transportation goals;
- Good project management skills with good organizational abilities and attention to detail;
- Strong knowledge of principles, concepts, trends, regulations, current best practices and innovative solutions related to transportation planning, transit and mobility management;
- Good written and verbal communication skills to work effectively with department staff, committee chairs, technical consultants, partner agencies, and elected officials;
- Ability to build good working relationships with others, particularly with state and federal grant subrecipients and within County departments, to coordinate efforts and move actions forward;
- Good computer skills that at a minimum include presentation software, Microsoft Excel, PowerPoint and Word, and ability to learn new software as needed;
- Good research skills, data collection and analysis skills, and creative problem-solving skills;
- Experience and a working understanding of the effective methods of moving people from origins to destinations in the most effective, efficient and sustainable way;
- Good knowledge of public transportation services in Tompkins County;
- Good knowledge of applicable New York State Vehicle and Traffic Law, Transportation Law, and training;
- Candidate must possess and display tact, integrity, excellent moral character, good judgment, resourcefulness;
- Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.
- Adept at implementing and achieving solutions that are driven by data and lead to measurable outcomes;
- Good knowledge of current research methods and techniques for collecting, analyzing, and interpreting data and preparing clear and meaningful reports;
- Working knowledge of governmental decision-making processes;
- Ability to work on several projects or issues simultaneously;
- Ability to work independently or in a team environment, as needed;
- Ability to manage capital program, departmental, and grant resources on a project or programmatic basis;
- Ability to travel, as required to fulfill the demands of the position amongst Tompkins County facilities;
- 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 other County facilities, 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.

Created: 12/2022

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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