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: Transportation Planner I - ITCTC

SALARY: $60,133/yr - $77,771/yr

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 06/08/26

THE FINAL DATE TO FILE APPLICATIONS: 07/10/26

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 07/11/26

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

The Ithaca-Tompkins County Transportation Council (ITCTC), the Metropolitan Planning Organization for Tompkins County, is seeking a Transportation Planner I or Transportation Planner II to support regional transportation planning efforts. We are recruiting for both levels and will hire one candidate based on qualifications and experience.

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 one (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 five (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; OR

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

SPECIAL REQUIREMENT:

Must possess a valid New York State driver's license within 30 days of appointment and maintain such license for the duration of employment.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all.

DISTINGUISHING FEATURES OF THE CLASS:

This position performs entry-level professional transportation planning work in support of the Ithaca Tompkins County Transportation Council (ITCTC), the federally designated Metropolitan Planning Organization (MPO) for Tompkins County. The incumbent assists in the development, coordination, and implementation of transportation planning activities that advance local, regional, state, and federal transportation goals.

Working from established policies and guidance, the Transportation Planner I supports planning studies; assists in the development of key MPO products such as the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP); and provides support to municipal partners and stakeholder agencies.

The incumbent performs research, data analysis, and program support related to multimodal transportation systems, including walking, bicycling, transit, freight, and roadway networks. Work includes collaboration with local governments, public agencies, consultants, and community stakeholders to support transportation initiatives and investment priorities.

This is an entry-level professional planning position. Work is performed under the general supervision of the Transportation Planning Director or senior professional staff, with guidance provided on assignments. The position does not supervise staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists in the development and implementation of MPO planning products, including the Long-Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP);
- Assists with transportation planning studies, including corridor studies, safety analyses, and multimodal system planning efforts;
- Supports assigned planning projects by completing research, analysis, and documentation tasks;
- Collects, organizes, and analyzes transportation, land use, demographic, and economic data to support planning and policy development;
- Assists in providing technical support to municipalities and partner agencies on transportation planning, project development, and funding opportunities;
- Assists with administration and coordination of federal and state transportation funding programs, including project tracking and documentation;
- Prepares draft reports, maps, presentations, and other materials to communicate planning findings and recommendations;
- Supports MPO committee activities, including preparation of meeting materials and coordination with Policy and Planning Committees;
- Conducts research on transportation trends, best practices, and emerging issues;
- Assists in public outreach and engagement activities, including public meetings, surveys, and stakeholder coordination;
- Supports coordination with consultants and partner agencies in the development and implementation of planning studies and projects;

- Assists in the development and maintenance of transportation data resources, tools, and performance measures;
- Reviews plans, policies, and projects and assists in preparing recommendations based on planning principles and community goals;
- Assists in grant writing and grant administration activities related to transportation planning and implementation;
- Participates in interagency coordination efforts at the local, regional, and state levels;
- Attends training sessions, conferences, and meetings as required;
- Assists with compliance-related activities associated with federal and state transportation programs, including documentation and reporting requirements;
- Supports coordination of agreements, contracts, and amendments between Tompkins County, partner agencies, and consultants;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Basic knowledge of the principles, practices, and techniques of transportation and land use planning;
- Familiarity with Metropolitan Planning Organization (MPO) processes and federal transportation planning requirements;
- Familiarity with current trends and best practices in transportation planning;
- Good research, data collection, and analytical skills;
- Ability to prepare clear and well-organized written materials with guidance;
- Ability to communicate effectively with a range of audiences;
- Ability to manage multiple assignments with direction and support;
- Ability to work both independently and as part of a team;
- Ability to establish and maintain effective working relationships with municipal partners, agencies, consultants, and the public;
- Good organizational skills and attention to detail;
- Proficiency in standard office software and ability to learn specialized planning, GIS, and analytical tools;
- Ability to interpret and apply policies and technical guidance with supervision;
- Demonstrated initiative and willingness to learn;
- Commitment to public service and advancing a safe, equitable, and sustainable transportation system;
- Physical and mental ability to perform the essential functions of the position with or without reasonable accommodation.

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 them 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. The incumbent 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.

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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