

# 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:** Environmental Planner

**SALARY:** \$52,000 to \$58,000 (commensurate with experience)

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

**ISSUE DATE:** 04/05/18

**THE FINAL DATE TO FILE APPLICATIONS:** 04/30/18

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 05/01/18

**RESIDENCY WAIVED**

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

There is currently one full-time 40-hour per week opportunity in the title of Environmental Planner available in the Town of Ulysses. Please review the job description for details. Contact Town Supervisor, Liz Thomas, for more information at [supervisor@ulysses.ny.us](mailto:supervisor@ulysses.ny.us) or (607)387-5767 ext. 232. This will be a provisional appointment pending the next civil service examination. The incumbent must take the next examination and either score among the top three or be made reachable.

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a with a Masters of Science in natural resources, planning, or related field with concentration in environmental planning policy or land use policy planning, **AND** one year full-time paid (or the equivalent part-time and/or volunteer) experience in areas of federal, state or local governmental environmental planning, or nonprofit or private sector environmental impact analysis; **OR**
- (b) Graduation from a regionally accredited or New York State registered four year college with a Bachelor of Science in natural resources, environmental planning or related field **AND** three years full-time paid (or the equivalent part-time and/or volunteer) experience in areas of federal, state or local governmental environmental planning, nonprofit or private sector environmental impact analysis; **OR**
- (c) Any equivalent combination of training and experience as described in (a) and (b) above.

**SPECIAL REQUIREMENT:** Possession of valid New York State driver's license within 30 days of appointment.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a mid-level professional planning position with the primary responsibility of carrying out the municipal charge of protecting and planning for the wise use of land and local natural resources. The Environmental Planner is responsible for coordinating interdepartmental implementation of New York State's State Environmental Quality Review Act (SEQRA), as defined in local policy on SEQRA. The position initiates the design, development and implementation of various environmental projects, studies, reports, and plans for the municipality, and actively advises all Departments that may have projects with an

environmental design component. The position provides direct assistance to individuals and private, nonprofit, and public organizations and municipalities in answering requests for environmental information. The Environmental Planner is also responsible for all environmental project reviews affecting municipal facilities and interests.

**The Environmental Planner working for Tompkins County** is the primary staff person to coordinate and advise the Environmental Management Council (EMC) (a County-wide environmental advisory board with responsibility for advising the County Board of Representatives on environmental issues). In the County Planning Department, the work will be performed under the general supervision of the Commissioner of Planning.

**In the Town of Ithaca**, the work will be performed under the general supervision of the Director of Planning. A high degree of autonomy and independent judgment in performing work and developing internal and external programs will be allowed. The incumbent will perform all related duties as required.

**In the Town of Dryden**, work will be performed under the general guidance of, and in collaboration with, the Supervisor of the Building and Zoning Department. The Environmental Planner is the primary staff person to coordinate and advise the Dryden Conservation Board.

**In the Town of Lansing**, work will be performed under the general guidance of, and in collaboration with, the Town Supervisor. A high degree of autonomy and independent judgment in performing work and developing internal and external programs will be allowed.

**In the Town of Ulysses**, work will be performed under the general guidance of, and in collaboration with, the Town Supervisor. A high degree of autonomy and independent judgment in performing work will be allowed. The Environmental Planner will also act as the Zoning Officer for the Town and assist the Planning Board and Zoning Board of Appeals (ZBA) in its functions.

A high level of interpersonal skill and diplomacy is required of an Environmental Planner since the position must advise and facilitate the work of a wide range of public interest groups who often have conflicting opinions. The Environmental Planner may be responsible for supervising the work of the various clerical staff and hired interns, as well as, supervising the contractual work of consultants hired to perform work under various environmental programs.

#### **TYPICAL WORK ACTIVITIES:**

- Provides professional technical support to all departments in implementing New York State's State Environmental Quality Review Act (SEQRA);
- Reviews site plans and environmental impact statements, and provides professional advice on environmental impacts (in conformance with State, especially SEQRA and General Municipal Law Section 239-1&m, federal, and local laws) to municipalities (for the county position), Planning Department staff, and other departments; Provides technical support for municipal planning efforts;
- Analyzes natural resources, land use, and demographic information, in support of various environmental programs of boards, departments and municipalities (for the County position), by using the County or local Geographical Information System, and prepares map products as required;
- Encourages inter-agency cooperation with other departments, municipalities, and public/private/nonprofit officials by working to develop and implement plans related to environmental and comprehensive land use planning;
- Makes both formal and informal presentations to advise, recommend and inform citizen advisory boards, legislative bodies, and public officials on environmental and land use programs and issues;
- Serves as the environmental resources contact person for the Planning Department by responding to requests for environmental and land use information/complaints about environmental problems from the public, community organizations, and County/Town government;
- Produces written communication, such as reports, program summaries, news releases, and technical memorandums for the public and various groups and individuals as appropriate;
- Prepares grant applications to private/public/nonprofit funding agencies for environmental programs, and administers the implementation of these various grant programs;

#### **ADDITIONAL TYPICAL WORK ACTIVITIES BY LOCATION:**

##### **In the County Planning Department:**

- Supervises the contractual work performed by consultants and contractors under the County forestry program and advises the County on forest management policy;

- Administers the New York State Department of Environmental Conservation's reimbursement program for the EMC, which requires the preparation of quarterly reports, annual work plans, and annual reports;
- Coordinates and facilitates the work of the environmental management council (EMC) by providing professional environmental planning and administrative advice and support;
- Prepares and administers the EMC'S annual budget;
- Acts as spokesperson for the EMC and, as required for the Planning Department, to radio, television and print media;
- Supervises the work of, and develops the annual work plan for EMC clerical staff; and
- Supervises EMC and Planning Department hired interns to work on environmentally related projects.

**In the Town of Ithaca:**

- Coordinates the Towns Geographic Information System (GIS);
- Coordinates and facilitates the work of the Conservation Board and its Environmental Review Committee; Participates in the development review and plan review process; and
- Supervises interns to work on environmentally related projects.

**In the Town of Dryden:**

- Works with Town staff to develop and maintain the Town's Geographic Information System (GIS); Coordinates and facilitates the work of the Conservation Board;
- Assists with Comprehensive Plan implementation and development of ordinances related to environmental planning; Manages the Town's Stormwater Management Program; and
- Participates in the development review and plan review process.

**In the Town of Lansing:**

- Manages the Town's Stormwater Management Program; Participates in the development and plan review process; Develops and maintains Geographic Information System (GIS); Pursues grant and funding opportunities;
- Develop energy saving measures for municipal buildings;
- Develop stream/gully buffer protection ordinance/recommendations; Evaluate septic systems, focusing on lakeshore properties;

**In the Town of Ulysses:**

- Assists with Comprehensive Plan implementation and development and/or amendment of laws and ordinances related to planning, zoning and the environment;
- Manages the Town's Stormwater Management Program; Participates in the development review and plan review process; Pursues grant and funding opportunities;
- Administers and enforces the Town's zoning and land development regulations, and interprets provisions of those regulations. Processes violations of the Town's zoning and land development regulations on a timely basis; Assists the public with applications and other matters concerning the Town's zoning and land development regulations;
- Attends Planning Board, ZBA, and Town Board meetings to provide assistance and advice to those boards; Provides staff support to the Planning Board and ZBA and coordinates administrative procedures for those boards,
- including, but not necessarily limited to, mailings, agendas, and legal notices, and processing of zoning violation and appearance tickets;
- Inspects properties for compliance with the Town's zoning and land development regulations and approved site and development plans.
- Acts as the Stormwater Management Officer coordinating all required work to be in compliance with NYS regulations on stormwater.

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

- Excellent and extensive knowledge of natural resource policy and environmental planning principles and practices, including techniques associated with substantive analyses of environmental issues;
- Ability to interpret a wide range of maps and aerial photography, as well as some knowledge of Geographical Information Systems to analyze data;
- Excellent interpersonal and communications skills to work effectively with the general public, advisory boards, department heads, legislators, and local officials on issues that are frequently highly contentious;
- Ability to develop and maintain good public and professional relations, work under tight deadlines, and display good professional and rational judgment in dealing with controversy;

- Understanding of design, research and implementation factors in environmental and land use issues facing communities;
- Ability to prepare and supervise contracts between the municipality and contractors implementing natural resource programs on behalf of the municipality;
- Ability to apply statistical techniques to analyze environmental and land use data;
- Skillful ability to use word processing, spreadsheet, database, and GIS or high precision mapping computer software;
- Ability to interpret and evaluate scientific and policy related reports, federal, state, and local environmental regulations and statutes;
- Ability to prepare concise, well constructed oral and written communications; and Physical condition commensurate with the demands of the job;
- In the Town of Ulysses, thorough knowledge of municipal zoning and land development regulations.

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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