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: Director of Planning

SALARY: $108,784.00/Annually

TYPE OF EMPLOYMENT: Full time

ISSUE DATE: 02/24/26

THE FINAL DATE TO FILE APPLICATIONS: 04/08/26

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 04/09/26

RESIDENCY WAIVED

This position will oversee the Planning and Code Enforcement Departments in the Town of Lansing. This title is a NYS HELPS approved title in Tompkins County.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered college or university with a master's degree in planning, landscape architecture, urban geography, or related field, **and** four years of experience in municipal, community or regional planning, two years of which must have been in a supervisory position; **OR**

(B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in planning, landscape architecture, urban geography, or related field, **and** five years of experience in municipal, community or regional planning, three years of which must have been in a supervisory capacity; **OR**

(C) Any combination of training and experience equal to or greater than that defined in (A) and (B) above.

SPECIAL REQUIREMENTS:

1. Take and subscribe the constitutional oath of office and file such in either the Town or County Clerk's office before assuming duties.

2. Possess and maintain a valid NYS driver's license and clear driving record throughout appointment.

3. Certification by the American Institute of Certified Planners (AICP) is desirable.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

ADDITIONAL SPECIAL REQUIREMENT FOR THE TOWN OF LANSING:

The employee will obtain full NYS certification as a Stormwater Management Officer within 12 months of hire and maintain certification for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This is a major administrative position responsible for planning, directing and supervising the operations of the Town Planning Department. The Planning Director is empowered by the Town Board to direct planning activities dealing with development, community development, economic development, comprehensive planning, and administration of the Planning Department. The incumbent is responsible for preparing, implementing and updating the Town's Comprehensive Plan; providing professional planning advice to the Town Board, Planning Board, and other town boards, committees and officials; conducting research on economic and demographic conditions in the Town; maintaining information on the Town's population, land use, housing, environmental status, human and natural resources, community facilities, and other data that may be required by the Town Board; furnishing technical assistance in matters pertaining to zoning, site plan review, and other land use regulations and municipal land use plans; overseeing the preparation of studies and recommendations on planning and development issues; and providing assistance to the Town Board and other departments on funding and grant proposals. Work is performed in accordance with the policies of the Town Board, under the supervision of the Town Supervisor. There is considerable exercise of independent judgment and autonomy in carrying out details of the work. Supervision is exercised over the work of all department staff. Attendance at night meetings required. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Directs operations of the Town Planning Department:
- Assigns, reviews and evaluates the work of principal subordinate staff, including hiring, firing, training, and disciplining staff in compliance with state law and local civil service rules;
- Supervises consultants engaged to assist in the preparation of specialized studies;
- Prepares and monitors department budget in accordance with Town Board guidelines;
- Responsible for management of department records, documents and equipment;
- Monitors compliance with accepted planning and environmental principles, Federal, State and Town laws and regulations;
- Responsible for referrals to the county under 239 L, M, and N General Municipal Law;
- Promotes comprehensive land use planning and community development in the Town:
- Manages and administers the ongoing comprehensive planning and community development program;
- Develops approaches for implementing the goals of the Comprehensive Plan;
- Prepares reports and recommendations based on analysis of census data, economic data, land use and other relevant data;
- Manages the preparation of plans, studies and presentations for town-wide projects;
- Makes recommendations regarding implementation and scope of environmental studies;
- Supports town boards, committees and officials:
- Provides technical assistance to the Town Board and other town boards, committees and officials;
- Provides assistance to the Town Board and other town board, committees and officials in the preparation and submission of grant and funding applications;
- Collaborates with the Attorney for the Town and the Town Board in the creation of new local laws and ordinances;
- Engages in outreach with the community:
- Serves on a variety of board and committees representing the Town;
- Coordinates joint projects with other governments and agencies;
- Acts as a representative of the Town regarding economic development, planning, and other related issues;
- Speaks before community groups and other gatherings to further the understanding of planning and community development objectives;
- Provides planning information to citizens and community organizations on matters pertaining to land use, zoning, subdivision regulations, site plan review, and New York State Environmental Quality Review;

For Town of Lansing:
In addition to the above:

- Oversees stormwater plan and reviews development plans for same for subdivisions, site plans, planned development areas, special permits, SEQR reviews, building permits if not required in above approvals.
- Oversees and administers stormwater permits, fees, inspections, and the annual storm water report.
- Coordinates with the Public Works department on their work in areas of improvements, maintenance, repairs, and inspections of same.
- Provides professional guidance to local officials and town boards in understanding the technical elements of stormwater pollution prevention including issues of erosion and sedimentation control.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the purposes, principles, terminology and practices employed in community planning and development;
- Thorough knowledge of current methods of collecting, analyzing, and interpreting planning and development information;
- Thorough knowledge of advanced professional techniques in the field of planning and community development;
- Outstanding professional leadership ability;
- Ability to prepare complex and comprehensive development, planning and environmental studies;
- Ability to analyze and evaluate development proposals;
- Ability to plan, organize and supervise the work of others;
- Ability to communicate effectively, both orally and in writing;
- Ability to deal courteously and effectively with the public, boards and committees, and other government officials;
- Ability to prepare operating budgets;
- Ability to use personal computers and related software for planning and management applications;
- Ability to be firm, tactful, courteous and use good judgment;
- Ability to maintain confidentiality;
- The employee's physical condition shall be commensurate with the demands of the position.

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Originally Created in 1994

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