**JOB TITLE:** Urban and Regional Planner/Community Development Consultant

**Who we are**: Thoma Development Consultants is a respected community development and planning firm based in Cortland, NY. We’ve served municipal customers throughout Central New York, Southern Tier, Mohawk Valley, and Finger Lakes Regions since 1980. Thoma provides a full range of community development services from initial planning to funding and project implementation. Our goal is to work with our customers long-term to create real and lasting change in Upstate New York communities. Thoma provides a flexible and supportive working environment and follows a strengths-based management style. More information regarding our company can be found at [www.thomadevelopment.com](http://www.thomadevelopment.com).

**JOB SUMMARY:**

We are seeking a full-time professional with a background in Urban and Regional Planning to join our team. The ideal candidate for this position should possess experience in managing an array of planning projects. The applicant should demonstrate experience with project implementation, public participation techniques, research, and writing for municipal customers. The candidate must be capable of taking independent responsibility for coordinating projects and completing complex tasks. The position may also include other community development work, such as program implementation, grant writing, and grant management. The candidate should be able to lead a project team and work in a supporting role to other team members.

**RESPONSIBILITIES:**

-Developing and updating comprehensive, strategic, waterfront, and other plans;

-Works with personnel of other municipalities, agencies, and institutions to collect planning data;

-Community outreach and engagement, including survey development and analysis and preparing and running public meetings.

-Assisting with grant writing, administration, and management.

-Developing relationships with municipal leaders and community stakeholders.

-Reviewing and/or updating municipal zoning ordinances;

-Creating land use maps, charts, graphs, drawings, and related materials;

-Collecting compiling, analyzing and tabulating land use data;

-Mapping via GIS;

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor or Masters Degree in Community, Regional, or Urban Planning, Landscape Architecture, or a related field.

- Experience in planning and community development.

- Excellent verbal and written presentation and interpersonal communication skills.

- Familiarity with using Zoom, Microsoft Teams, and or Google Meet.

- Experience with Geographic Information Systems (ARC GIS or similar)

- Strong knowledge of Microsoft Office, Word, and Excel.

- Experience in In-Design, Sketch-Up, or similar software desired.

- Municipal grant writing, including preparation of NYS Consolidated Funding Applications and/or Community Development Block Grants desired.

- Must be accomplished in managing multiple projects

**Preference** will be given to experienced AICP Certified candidates, but entry-level candidates may be considered.

**COMPENSATION:**

$55,000 to $65,000 based on qualifications and experience. Benefits include paid vacation, sick, and personal time; paid holidays; health insurance; 401(k); profit sharing; and life insurance.

**HOW TO JOIN OUR TEAM:**

Please send a cover letter and resume to Thoma Development Consultants, 34 Tompkins Street, Cortland, NY 13045, or email to [rich@thomadevelopment.com](mailto:rich@thomadevelopment.com). Thoma Development is an Equal Opportunity Employer.