**JOB TITLE:** Planner

**Who we are**: Thoma Development Consultants is a respected community development and planning firm based in Cortland, NY. We have served municipal customers throughout the 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 fosters a collaborative and supportive working environment and follows a strengths-based management style. We provide flexible work hours and have a limited hybrid remote work policy in place. 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 Community Planning to focus and lead our planning projects, including comprehensive plans, strategic plans, waterfront revitalization plans, brownfield redevelopment plans, and others. The position will also offer the opportunity to participate in other community development work, such as program implementation, grant writing, and project management, assisting in bringing community development initiatives from concept to completion. The candidate should be able to lead a project team and work in a supporting role to other team members. The ideal candidate for this position should possess experience in managing an array of planning projects and 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.

**RESPONSIBILITIES:**

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

-Works with personnel from 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 using ESRI products.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

Required:

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

- 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.

- Must be accomplished in managing multiple projects

Preferred:

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

- Experience in planning and community development

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

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

**COMPENSATION:**

$60,000 to $75,000 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.