

**DIRECTOR OF PLANNING**

**TOMPKINS COUNTY**

**Department** Town of Ithaca, Town of Lansing  
**Classification** Competitive  
**Labor Grade** S for Town of Ithaca  
**Approved** TB 1994  
**Revised** TB 7/2010; 12/13  
**By** AF, Commissioner of Personnel

**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.

**ADDITIONAL SPECIAL REQUIREMENT FOR THE TOWN OF LANSING:**

If appointed as the Storm Water Management Officer the employee will obtain full NYS CPESC certification 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.

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## **DIRECTOR OF PLANNING (CONTINUED)**

### **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:

Reviews development plans for subdivisions, site plans, planned development areas, special permits, SEQR reviews  
If appointed as SMO, manages the Town's Stormwater Management Program.

## **DIRECTOR OF PLANNING (CONTINUED)**

### **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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