

COUNTY PLANNING DIRECTOR TRAINEE

JOB CODE: 2084
LOCATION: Tioga County Economic Development and Planning
CLASSIFICATION: Competitive
SALARY: Management/Confidential
ADOPTED: Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for assisting the County Planning Director and participating in the preparation and implementation of a comprehensive planning program while under a traineeship. The incumbent is expected to observe, train, and work with the County Planning Director to prepare and integrate planning work with economic development initiatives. The work usually involves considerable public contact with public officials, professional and civic organizations and others representing the areas under study. Work is performed under general supervision of the County Planning Director and under the general direction of the Director of Economic Development and Planning. Upon successful completion of a training period, as determined by the Personnel Officer, an incumbent will elevate to County Planning Director. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

- Participates in the preparation of municipal comprehensive land use, zoning and economic development programs;
- Performs assignments and estimates scheduling of time and costs for individual projects;
- Observes and trains with the County Planning Director in the following functions:
 - Contract services of planning consultants and related specialists to ensure optimum utilization of contractors to complete Planning Director's work plan;
 - Administration of county planning programs and activities and maintains liaison with other officials, representatives of educational institutions, industry and community leaders involved with comprehensive planning and services in which the county is a part of or affected by;
 - Advising towns and villages planning and zoning boards on planning, zoning and subdivision control matters as requested;
 - State-mandatory requirements for both the Tioga County Planning Board and the Tioga County Agricultural & Farmland Protection Boards;
 - Competitive grant writing to federal, state, and local sources as well as grants management and administration;
- Participates in the review of individual planning programs of other divisions of government and proposes methods for coordinating such programs with unified plan on regional basis;
- Prepares and analyzes a variety of planning statistics, data, plans, designs, charts, records and reports;
- Confers with officials of government and representatives of various professional and lay groups and other parties regarding planning policies and objectives;
- Trains with the County Planning Director on responsibilities for the GIS program and advise on data development;
- Prepares publicity and news releases for acquainting the public with planning programs;
- Participates in professional organizations and meetings for extending knowledge of current developments;

- Keeps up-to-date on new developments in planning field and community development, including sources of funding available to the county, and current legislation and programs;
- Attends with the County Planning Director various Boards and Committees on which Tioga County or Tioga County Economic Development and Planning is represented;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the purposes, principles, terminology and practices involved in municipal, regional or community planning; good knowledge of zoning and subdivision practices; knowledge of geographic information systems; knowledge of NYS ag-district review process; good knowledge of current methods for collecting, analyzing and interpreting statistical data; good knowledge of ESRI ArcGIS Pro; ability to understand complex oral and written directions; ability to get along well with others, initiative and resourcefulness; good judgment.

MINIMUM QUALIFICATIONS (Either):

- a. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in planning, architecture, civil engineering or closely related field and one (1) year of full-time work experience (or its part-time equivalence) in municipal, community or regional planning; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in planning, architecture, civil engineering or closely related field and three (3) years of full-time work experience (or its part-time equivalence) in municipal, community or regional planning; **OR**
- c. Graduation from a regionally accredited or New York State registered college or university with an Associates' degree in planning, architecture, civil engineering or closely related field and five (5) years of full-time work experience (or its part-time equivalence) in municipal, community or regional planning.