

Employment Opportunity in the  
Ithaca/Trumansburg area.

**Environmental Planner**

for the  
Town of Ulysses



The Town of Ulysses sits aside the west shore of beautiful Cayuga Lake, part of the Finger Lakes Region of New York, and is home to the popular Taughannock Falls, a favorite recreation area. The Town Hall is situated in the lively Village of Trumansburg, and is nearby Ithaca, home of Cornell University and Ithaca College. The area has numerous gorges and waterfalls leading to the lake surrounded by rolling farmland and forests.

The town seeks an Environmental Planner to continue the important work being done to preserve the land and water of the town, maintain its rural character, and help land owners develop their farms, businesses, and residences consistent with the town's plans and zoning. The job is diverse, including the implementation of the town's Comprehensive Plan, taking a long-range approach to land use planning, community development, housing, water quality concerns, energy adaptation, transportation, and areas affecting or affected by climate change. This person is the key advisor to the Planning Board and Board of Zoning Appeals, assisting them in their work.

Being situated along Cayuga Lake, stormwater runoff is an important concern, and this position includes being the Stormwater Officer overseeing actions to protect water quality. Sustainability, environmental preservation, and outdoor recreation are key to the people living in this rural town. The successful candidate will work across municipal boundaries to be part of the synergy that makes Tompkins County a leader in the state in many areas which touch on planning.

Never has attentive planning and implementation been more important, and the town of Ulysses has a reputation of taking the lead on many important issues. It achieved the designation of Clean Energy Community and has taken the oath to become a Climate Smart Community. Join our team to help preserve this beautiful rural town and its resources, and be part of the county-wide network of municipalities leading New York State in many of its goals.

**See more of the job description below.**

**Apply Today**

Applications accepted through **May 20, 2018.**

**A full description of the position and required minimum qualifications may be found at**  
[www.tompkinscivilservice.org/civilservice/post/3476](http://www.tompkinscivilservice.org/civilservice/post/3476)

**Register to apply at** <https://www.tompkinscivilservice.org/account>

**Send cover letter & resume to the Town Clerk at** [clerk@ulysses.ny.us](mailto:clerk@ulysses.ny.us)

**Apply at** <https://www.tompkinscivilservice.org/civilservice/apply/3476>

# ENVIRONMENTAL PLANNER

## TOWN OF ULYSSES

Salary Range \$52,000 to \$58,000

Deadline for Applications May 20, 2018

### MINIMUM QUALIFICATIONS:

- a. Graduation from a regionally accredited or New York State registered college or university with a with a Masters of Science in natural resources, planning, or related field with concentration in environmental planning policy or land use policy planning preferred, **AND** one year paid (or the equivalent part-time and/or volunteer) experience preferred in areas of federal, state or local governmental environmental planning, or nonprofit or private sector environmental impact analysis; **OR**
  - b. Graduation from a regionally accredited or New York State registered four year college with a Bachelor of Science in natural resources, environmental planning or related field **AND** one year full-time paid (or the equivalent part-time and/or volunteer) experience in areas of federal, state or local governmental environmental planning, nonprofit or private sector environmental impact analysis; **OR**
- Any equivalent combination of training and experience as described in (a) and (b) above.

### SPECIAL REQUIREMENT:

Possession of valid New York State driver's license within 30 days of appointment.

### DISTINGUISHING FEATURES OF THE CLASS:

This is a professional planning position with the primary responsibility of carrying out the municipal charge of protecting and planning for the wise use of land and local natural resources. The Environmental Planner is responsible for coordinating implementation of New York State's State Environmental Quality Review Act (SEQRA), as defined in local policy on SEQRA. The position initiates the design, development and implementation of various environmental projects, studies, reports, and plans for the municipality. The position provides direct assistance to individuals and private, nonprofit, and public organizations and municipalities in answering requests for environmental information. The Environmental Planner is also responsible for all environmental project reviews affecting municipal facilities and interests.

The Environmental Planner for the Town of Ulysses will work under the general guidance of, and in collaboration with, the Town Supervisor. A high degree of autonomy and independent judgment in performing work will be allowed. The Environmental Planner will also act as the Zoning Officer for the Town and assist the Planning Board and Zoning Board of Appeals (ZBA) in its functions.

A high level of interpersonal skill and diplomacy is required of an Environmental Planner since the position must advise and facilitate the work of a wide range of public interest groups. The Environmental Planner may be responsible for supervising the work of the various clerical staff and hired interns, as well as, supervising the contractual work of consultants hired to perform work under various environmental programs.

### TYPICAL WORK ACTIVITIES:

- Provides professional technical support in implementing New York State's State Environmental Quality Review Act (SEQRA);
- Reviews site plans and environmental impact statements, and provides professional advice on environmental impacts (in conformance with State, especially SEQRA and General Municipal Law Section 239-1&m, federal, and local laws); Provides technical support for municipal planning efforts; Analyzes natural resources, land use, and demographic information, in support of various environmental programs of boards, ;
- Encourages inter-agency cooperation with other departments, municipalities, and public/private/nonprofit officials by working to develop and implement plans related to environmental and comprehensive land use planning;

- Makes both formal and informal presentations to advise, recommend and inform citizen advisory boards, legislative bodies, and public officials on environmental and land use programs and issues;
- Serves as the environmental resources contact person for the Planning Department by responding to requests for environmental and land use information/complaints about environmental problems from the public, community organizations, and County/Town government;
- Produces written communication, such as reports, program summaries, news releases, and technical memorandums for the public and various groups and individuals as appropriate;
- Prepares grant applications to private/public/nonprofit funding agencies for environmental programs, and administers the implementation of these various grant programs;
- Assists with Comprehensive Plan implementation and development and/or amendment of laws and ordinances related to planning, zoning and the environment;
- Administers and enforces the Town's zoning and land development regulations, and interprets provisions of those regulations. Processes violations of the Town's zoning and land development regulations on a timely basis; Assists the public with applications and other matters concerning the Town's zoning and land development regulations;
- Inspects properties for compliance with the Town's zoning and land development regulations and approved site and development plans.
- Attends Planning Board, ZBA, and Town Board meetings to provide assistance and advice to those boards; Provides staff support to the Planning Board and ZBA and coordinates administrative procedures for those boards, including, but not necessarily limited to, mailings, agendas, and legal notices, and processing of zoning violation and appearance tickets;
- Manages the Town's Stormwater Management Program; Participates in the plan review process; Pursues grant and funding opportunities;
- Acts as the Stormwater Management Officer coordinating all required work to be in compliance with NYS regulations on stormwater.

#### KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Excellent and extensive knowledge of natural resource policy and environmental planning principles and practices, including techniques associated with substantive analyses of environmental issues;
- Ability to interpret a wide range of maps and aerial photography, as well as some knowledge of Geographical Information Systems to analyze data;
- Excellent interpersonal and communications skills to work effectively with the general public, advisory boards, department heads, legislators, and local officials;
- Ability to develop and maintain good public and professional relations, and display good professional and rational judgment in dealing with controversy;
- Understanding of design, research and implementation factors in environmental and land use issues facing communities;
- Ability to prepare and supervise contracts between the municipality and contractors implementing natural resource programs on behalf of the municipality;
- Ability to apply statistical techniques to analyze environmental and land use data;
- Skillful ability to use word processing, spreadsheet, and basic knowledge of database, and GIS or high precision mapping computer software;
- Ability to interpret and evaluate scientific and policy related reports, federal, state, and local environmental regulations and statutes;
- Ability to prepare concise, well-constructed oral and written communications;
- In the Town of Ulysses, thorough knowledge of municipal zoning and land development regulations.

There is currently one full-time 40-hour per week opportunity in the title of Environmental Planner available in the Town of Ulysses. Please review the job description for details. Contact Town Supervisor, Liz Thomas, for more information at [supervisor@ulysses.ny.us](mailto:supervisor@ulysses.ny.us) or (607)387-5767 ext. 232. This will be a provisional appointment pending the next civil service examination. The incumbent must take the next examination and either score among the top three or be made reachable.