

NYS Tug Hill Commission Job Openings July 2024

The NYS Tug Hill Commission has three job openings: **Planner, Municipal Management Consultant, and Planner/Local Government Specialist**. The Tug Hill Commission is a unique state agency that recently celebrated 50 years of “helping local governments and citizens shape the future of the Tug Hill region.” Work at the Tug Hill Commission allows staff to be involved with a variety of municipalities and organizations, often implementing innovative ideas. There are also opportunities to be involved in regional and state level policy issues and to be a voice for rural communities in New York State. For more information see www.tughill.org.

Each position is a Management Confidential (M/C) NYS Grade Equivalent 14 with an expected **beginning salary of \$55,005 and a job rate of \$68,805**. Each position also includes M/C benefits of health insurance and NYS retirement, as well as other benefits. For more information regarding M/C positions and benefits, see oer.ny.gov/management-confidential-mc.

All applications must **submit a letter of interest and resume** to Katie Malinowski, Executive Director, NYS Tug Hill Commission, 317 Washington Street, Watertown, NY 13601, katie@tughill.org **no later than July 31, 2024**. Resumes will be reviewed as received, and interviews may occur before the July 31 deadline.

Position #1: Planner

The commission’s planner will assist local governments in the rural Tug Hill region in land use planning, local law development and revision, and general technical support to planning boards and other municipal boards. The planner works out of the commission Watertown office, interacting daily with other program and support staff.

TYPICAL WORK ACTIVITIES:

- The preparation of town and village comprehensive plans.
- The preparation of zoning laws, subdivision regulations, and other local land use controls.
- The creation of maps and other GIS products in support of planning projects.
- The organization and/or delivery of training workshops for municipal land use officials.
- Other related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, and PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and procedures of planning and related research.
- Ability to exercise sound professional judgment.
- Ability to undertake complex planning and related research work at a high professional level.
- Ability to work on interdisciplinary projects related to community development and natural resources.
- Ability to present oneself well and communicate effectively both orally and in writing.
- Ability to get along well with others, especially local officials.
- Ability to attend evening meetings throughout the Tug Hill region.

- Proficiency with word processing, spreadsheet, database, and presentation software (Microsoft and Adobe products).
- Familiarity with Geographic Information System (GIS) software (particularly QGIS).
- Familiarity with governmental procedures, New York State planning and zoning law, and the State Environmental Quality Review Act (SEQRA).

MINIMUM QUALIFICATIONS:

- Graduation from a regionally accredited college with Bachelor's degree in Architecture, City or Regional Planning, Geography, Political Science, Environmental Studies, Landscape Architecture, or related field and demonstrated experience in municipal, county or regional planning or directly related work, particularly in New York.
- Degree requirement may be substituted with substantial relevant experience.
- NYS Driver's License.

Position #2: Municipal Management Consultant

The municipal management consultant (MMC), also sometimes referred to as circuit rider, is an advocate for the North Shore Council of Governments (NorCOG) and Salmon Rivers Councils of Governments (SRCG) and their member municipalities. He/she provides a link between the programs of the NYS Tug Hill Commission and both NorCOG and SRCG. The MMC is a commission employee, but his/her work program is jointly supervised and managed through each council and the Tug Hill Commission.

NorCOG is a cooperative arrangement between the towns of Constantia and West Monroe, and the villages of Central Square and Cleveland on the north shore of Oneida Lake. SRCG is a cooperative arrangement between the towns of Albion, Amboy, Orwell, and Parish, and the villages of Parish and Pulaski in eastern Oswego County. The towns and villages in each council work together on projects of common interest and share information and experiences. These include such interests as economic development and tourism, and water and sewer development.

The MMC works out of his/her home and maintains contact with commission staff and associate contractors through phone, emails, and meetings, and must attend commission monthly staff meetings, retreats, and other special meetings as necessary. The commission provides a laptop computer, and the councils provide other home office equipment and supplies as necessary. The MMC provides their own vehicle (including costs for insurance and repairs) for travel is reimbursed the federal IRS mileage rate by the councils.

TYPICAL WORK ACTIVITIES:

- Attend the night meetings of member town and village boards, and planning and zoning boards and other groups as necessary.
- Keep the councils and commission informed on the activities of member towns and villages and their needs, including a monthly report to the NorCOG and SRCG membership and commission directors on monthly meetings, major activities, projects, and any potential issues that arise.

- Organize and attend meetings of both councils, develop their respective annual programs and other activities as directed, including regular updates to council websites.
- Organize and attend meetings of NorCOG and SRCG, assist both with organization development, and keep aware of the governmental activities of all member municipalities through personal contact and reporting from associate contractors, who are managed by the MMC.
- Provide direct technical assistance and training as required.
- Develop and maintain a wide network of contacts such as state, regional and county officials and agencies, nonprofit organizations, and others.
- Other related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, and PERSONAL CHARACTERISTICS:

- Proven computer literacy with email, word processing, spreadsheets, website maintenance (Microsoft, Adobe, WordPress).
- Excellent oral, written, organizational and interpersonal skills.
- Ability to get along well with others, especially local officials.
- Be a “self-starter” with strong work ethic and ability to work independently.
- Ability and willingness to attend night meetings three plus times per week and travel in inclement weather on very rural roads.
- Familiarity and experience with local government a plus.
- Familiarity with the Tug Hill region a plus.

MINIMUM QUALIFICATIONS:

- Graduation from a regionally accredited college with Bachelor’s degree and demonstrated experience in local government and/or municipal, county or regional planning or directly related work, particularly in New York.
- Degree requirement may be substituted with substantial relevant experience.
- NYS Driver’s License and suitable vehicle.
- Reliable home access to high-speed internet and cellular service.

Position #3: Planner/Local Government Specialist

The commission’s planner/local government specialist will spend approximately half his/her time undertaking traditional planning activities assisting local governments in the rural Tug Hill region in land use planning, local law development and revision, and general technical support to planning boards and other municipal boards. The other half of the time, this individual will provide support for the five Tug Hill Councils of Governments and their member towns and villages as needed through coordination with assigned circuit riders.

The planner/local government specialist works out of the commission Watertown office, interacting daily with other program and support staff.

TYPICAL WORK ACTIVITIES:

- Involvement in the development of town and village comprehensive plans, preparation of zoning laws, subdivision regulations, and other local land use controls.
- Research on planning-related technical assistance inquiries and writing of planning-related technical and issue papers.
- The creation of maps and other GIS products in support of planning projects.
- The organization and/or delivery of training workshops for municipal land use officials.
- Attend the night meetings of member town and village boards, and planning and zoning boards and other groups as necessary to assist circuit riders.
- Provide direct technical assistance and training as requested and in conjunction with circuit riders.
- Develop and maintain a wide network of contacts such as state, regional and county officials and agencies, nonprofit organizations, and others.
- Other related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, and PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and procedures of planning and related research.
- Ability to exercise sound professional judgment.
- Ability to undertake complex planning and related research work at a high professional level.
- Ability to work on interdisciplinary projects related to community development and natural resources.
- Ability to present oneself well and communicate effectively both orally and in writing.
- Ability to get along well with others, especially local officials.
- Ability to attend evening meetings throughout the Tug Hill region.
- Proficiency with word processing, spreadsheet, database, and presentation software (Microsoft and Adobe products).
- Familiarity with Geographic Information System (GIS) software (particularly QGIS).
- Familiarity with governmental procedures, New York State planning and zoning law and other general government laws, and the State Environmental Quality Review Act (SEQRA).

MINIMUM QUALIFICATIONS:

- Graduation from a regionally accredited college with Bachelor's degree in Architecture, City or Regional Planning, Geography, Political Science, Environmental Studies, Landscape Architecture, or related field and demonstrated experience in municipal, county or regional planning or directly related work, particularly in New York.
- Degree requirement may be substituted with substantial relevant experience.
- NYS Driver's License.