

# JOB POSTING

## TIOGA COUNTY PLANNING DIRECTOR

Tioga County has an anticipated vacancy for a Planning Director. The right candidate will be a team player and have excellent communication skills as well as the ability to learn quickly and be self-motivated. The Planning Director works collaboratively with the Planning Commission in order to uphold the Comprehensive Plan. The Role of the Tioga County Planning Director is a multi-faceted position. There are many perspectives that need to be integrated across a large geographic area, from Community Development, Land Use, Transportation, and Natural Resources. The job requires the ability to work independently and as a team player with various organizations at the County and State levels.

This is a full-time with benefits position. Benefits include 12 paid holidays, vacation, sick and personal days, as well as health, dental and vision insurance and a pension. Salary will be commensurate with skills and experience.

To apply for this position, please complete a Tioga County job application and return it to the Human Resources department. Applications can be found on Tioga County's website [www.tiogacountypa.us](http://www.tiogacountypa.us) on the right side of the screen under the printable forms section or in person in the lobby at the Tioga County Courthouse at 118 Main Street, Wellsboro, PA 16901. Application deadline is May 30, 2025. For more information, please contact the Human Resources office at 570-723-8205.

Attached is the more detailed explanation of what the position entails.

## **Functions**

- Ensures that the Board of Commissioners and the Planning Commission is kept fully informed on the condition of the department and about any trends, events, or emerging issues of significance to the Department and the County.
- Represents the organization on regional/local boards
- Implements the Comprehensive Plan and other planning projects
- Review, approve, or deny subdivisions
- Evaluates planning-related legislation and applicability to department projects
- Attends monthly evening meetings

## **Knowledge**

- Knowledge of the theory, principles, and techniques of the planning profession and development process
- Knowledge of computers and basic software applications (Microsoft Office)

## **Skills**

- Strong written and oral communication skills
- Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers
- Strong organizational skills
- Ability to exercise sound and independent judgment within general policy guidelines
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed

## **Additional Responsibilities**

1. Work with the Local Municipal Officials on planning issues, Municipal Comprehensive Plans, Bridge Replacements, Subdivisions and Land Developments
2. Trail Authority – Work with Municipal Officials to assist in the planning for trails and greenways
3. Administer and Enforce the County Junk & Refuse Ordinance
4. ATV/UTV Riding Trail Projects
5. Participate in Tourist and Economic Development Activity