

# ONEIDA COUNTY NOTICE OF VACANCY

**DEPARTMENT:** Planning  
**TITLE:** Planning Specialist  
**SALARY (GRADE):** \$43,074 (25W) Plus Excellent Benefits

**THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in assists in the administration of the planning program. This calls for participation in the formulation, development, and execution of specialized planning projects. The work requires frequent contact with the general public, municipal officials and County employees, and necessitates accuracy and the utilization of confidential data. The work is performed under the general direction of a higher-level supervisor. Supervision is not normally a responsibility of this class. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Possession of Bachelor's Degree in planning, architecture, landscape architecture, environmental science, engineering, sociology, public administration, geography, natural resources, criminal justice, statistics or a closely related field; **OR**
- (B) Possession of Bachelor's Degree **AND** one (1) year of professional planning experience\*.

**\*Professional planning experience** - Teaching the subjects of land use planning, urban planning, economic development, environmental design, planning workshops, planning studios, community planning studios, transportation planning, sociology, civil engineering, human services, and similar courses in a collegiate setting is also considered qualifying experience.

**NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
3. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** June 1, 2023

**\*\*Oneida County is an equal opportunity employer\*\***

05/18/2023