



# ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** Planning

**CIVIL SERVICE TITLE:** Deputy Commissioner of Planning (Technical)

**CLASSIFICATION TYPE:** Competitive (Provisional)

**SALARY (GRADE):** \$92,570 (44M) Plus Excellent Benefits

**APPLICATION DEADLINE:** October 18, 2024

**APPLY ONLINE\*:** <https://oneida-portal.mycivilservice.com/post/jobopps>



**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position responsible for the management of planning staff and planning projects. The incumbent also performs complex and specialized professional planning duties. This position also serves as the manager of the Metropolitan Planning Organization (MPO) known as the Herkimer Oneida County Transportation Council (HOCTC). Work is performed under the administrative supervision of the Commissioner of Planning. Supervision is exercised over all subordinate staff. The Deputy Commissioner of Planning (Technical) may act for, and in place of, the Commissioner in his/her absence in relation to all technical planning duties and operations, or in full authority and responsibility in the absence of the Commissioner and Deputy Commissioner. The incumbent performs related work as required.

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

- (A) Possession of Master's Degree in city, regional, or urban planning **AND** seven (7) years of experience in regional, county, or municipal planning\*; three (3) years of which shall have been in a supervisory capacity; **OR**
- (B) Possession of Master's Degree in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning or a closely related field **AND** eight (8) years of experience in regional, county, or municipal planning\*; three (3) years of which shall have been in a supervisory capacity; **OR**
- (C) Possession of Bachelor's Degree in city, regional, or urban planning **AND** eight (8) years of experience in regional, county, or municipal planning\*; three (3) years of which shall have been in a supervisory capacity; **OR**
- (D) Possession of Bachelor's Degree in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning or a closely related field **AND** nine (9) years of experience in regional, county, or municipal planning\*; three (3) years of which shall have been in a supervisory capacity.

**\*Planning** – activities that include the following: the preparation of plans or proposals and research reports or the collection, tabulation and analysis of data or the conducting of special studies and reports or developing proposals and preparing grant applications in the fields of transportation, human services, municipal land use, or environmental planning.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

**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 at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
3. Professional Planning\* experience in the field of regional, county, or municipal planning may be substituted on a year-for-year basis for the specific degrees designated above, after review and approval by the Commissioner of Personnel.

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

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

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