



# ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** Planning

**CIVIL SERVICE TITLE:** Associate Planner

**CLASSIFICATION TYPE:** Competitive (Provisional)

**SALARY (GRADE):** \$61,437 (32W) Plus Excellent Benefits

**APPLICATION DEADLINE:** April 30, 2025

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



**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility to supervise the preparation of plans and proposals for municipal planning studies of a complex nature using multi-disciplinary issues and professional staff. The incumbent develops, designs, and implements these studies on an assigned wide range of complex community planning issues. This position differs from that of Senior Planner by virtue of a greater scope of project responsibility. The work involves considerable contact with local public officials and contractors concerning proposed projects in their jurisdictions along with involvement with professional and civic organizations to outline the implications concerned. The work is performed under supervision of a Principal Planner, with leeway allowed for exercise of technical details of the work. Supervision is exercised over a group of Planners, Senior Planners and non-professional staff assigned to specific projects. 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** two (2) years of professional planning experience\*, one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Possession of Master's Degree in planning, architecture, landscape architecture, environmental science, engineering, sociology, public administration, geography, natural resources, criminal justice, statistics or a closely related field **AND** three (3) years of professional planning experience\*, one (1) year of which shall have been in a supervisory capacity; **OR**
- (C) Possession of Bachelor's Degree in city, regional or urban planning **AND** three (3) years of professional planning experience\*, one (1) year of which shall have been in a supervisory capacity; **OR**
- (D) 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 **AND** four (4) years of professional planning experience\*.one (1) year of which shall have been in a supervisory capacity.

**\*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 at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
3. Verifiable part-time experience as described above will be pro-rated toward meeting full-time requirements.

**\*\*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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