

CITY of ONEIDA

Civil Service Commission

Dave Cimpi, Chairperson
Bruce Ironside, Commissioner
Wendy Matters, Commissioner
Jessica Kaiser, Secretary to the Commission

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315-363-2022

NOTICE OF OPEN POSITION

Director of Planning

The City of Oneida seeks a candidate for the full time position of Director of Planning. This position is a tested position in the Competitive class (*provisional appointment*) paid at \$80,000.00 per year.

DISTINGUISHING FEATURES OF THE CLASS: This is a high-level administrative position with responsibility for interpreting and articulating the City's policies and programs to community groups and the constituencies. As an administrator and professional planner, the Director is responsible for determining, directing, and coordinating all physical and environmental planning activities in the City. Directs and participates in the development, maintenance, and periodic revision of the City's comprehensive development plan, and the review of municipal and private proposals for conformity with defined objectives. Activities frequently require cooperative interaction with other City departments and bureaus, public officials and other governmental units. Supervises the Community Development Assistant. General administrative direction is received from the City Manager, Mayor and the Common Council with considerable leeway allowed for the exercise of independent judgement. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees Planning Commission Zoning Board of Appeals actions; prepares monthly agendas, minutes, and other required documents;
- Works with developers and applicants on planning, zoning, economic development and community development projects;
- Supervises and participates in the development, preparation, and periodic update of the comprehensive master plan;
- Oversees the overall development activity and implementation action of various City agencies to insure conformance with identified policy objectives of the City's Comprehensive Plan;
- Provides advice or technical assistance to the City Manager, Mayor, Department Heads, and other public officials, City departments, and boards or commissions, on planning, land use, environmental issues, and planning policies and objectives;

- Oversees preparation and submission of grant applications for planning, economic development and community development activities;
- Administers grants for planning, economic development, and community development projects;
- Prepares speeches and written policy statements on environmental and planning issues for presentation by government officials;
- Speaks to the media, neighborhood groups, professional organizations, and special interest groups, about comprehensive planning matters, such as current and proposed development projects and City policies;
- Acts as team leader on specified projects, to define project objectives, select team members, and develop planning and policy proposals;
- Supervises the analysis of demographic, economic, and physical data for use by the Department and various other City agencies;
- Supervises and directs the preparation and coordination of mandated environmental reviews;
- Evaluates data and information relating to population demographics, economic forecasts, regulatory changes, development proposals by public and private sector and other emerging trends, to identify trends or other situations that may affect City planning policies and objectives.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Knowledge of City's comprehensive plan and significant city planning issues; knowledge of City departments, county, state, and Federal agencies and the services they provide; knowledge of laws and regulations related to land use development; knowledge of comprehensive planning research materials, techniques, and sources; ability to read and interpret laws, ordinances, codes, rules, and regulations; knowledge of the full range of planning principles related to land use, environmental issues, demography, housing, parks, transportation, economic development; knowledge of laws related to land use, and the environment; knowledge of historic preservation and relevant legislation; ability to plan and implement programs and policies in conformance with City-wide program objectives; creativity and innovation in problem solving; good judgment in communication and resolving issues, taking into account sensitive, social, and economic considerations; good skill in oral communication using tact and diplomacy; ability to write narrative and tabular reports; ability to analyze situations, information, and data; ability to maintain professional demeanor under stress; ability to establish priorities consistent with City's development goals and objectives; ability to coordinate projects with participating departments, community groups, and others; ability to work with departments and agencies as a team leader; ability to deal with the media; ability to negotiate with and mediate between people and agencies in tense situations to resolve or prevent disputes; knowledge of principles and practices of supervision; ability to prepare, project, and monitor a program budget.

MINIMUM QUALIFICATIONS: Either:

A. Master's degree in Public Administration, Urban Planning, Political Science, Public Administration, Landscape Architecture, Architecture, Public Policy Analysis, or other closely related field, PLUS three (3) years of experience in city planning; **OR**

B. Bachelor's degree in one of the fields specified in section A. PLUS four (4) years of experience in city planning; **OR**

C. Bachelor's* degree PLUS five (5) years of experience in city planning which included work in two or more of the following areas: Land use planning, housing planning, transportation planning, economic development, environmental management, or neighborhood development.

*Where education is lacking, additional experience in planning and coordination of activities may be substituted on a year-for-year basis.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer

It is the policy of the City of Oneida to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation, or belief.

Should you be interested, applications and additional information are available in the Civil Service Office, City Hall (2nd Floor), 109 N. Main Street, Oneida, NY 13421, or downloaded at our website: oneidacityny.gov

Submitted by: **Jessica Kaiser,**
Executive Secretary to the Commission

Posted: 04/24/2024