

NOTICE OF OPEN POSITION FOR A TRANSPORTATION/ TRANSIT PLANNING PROFESSIONAL

The Herkimer-Oneida Counties Transportation Study (HOCTS) is the Metropolitan Transportation Organization (MPO) for Herkimer and Oneida County. The MPO is hosted by Oneida County and is cooperatively housed within the Oneida County Department of Planning. HOCTS staff are jointly Oneida County Department of Planning staff.

HOCTS currently has a mid-level position open, which requires a highly technical, motivated, and experienced transportation/transit planning professional. The individual selected will be expected to contribute to work program task items, conduct technical work, engage with stakeholders and the public, work collaboratively with staff and partner agencies, and contribute to the overall direction of the transportation program. The ideal candidate will demonstrate superior knowledge and experience in the practice of transportation planning. They will have experience in transit planning, community planning, or regional planning. They will have a working knowledge of State and Federal transportation planning regulations and experience navigating regulatory and reporting requirements. Additional experience with managing federal discretionary grants, contract management, general program administration, knowledge of public agency administration, and experience with MPOs and their processes is highly desirable.

This position will perform a wide range of transportation and transit planning functions. These include but are not limited to providing: technical assistance developing the long-range plan, oversight for rural transit systems, grant administration, support services for various committees, research to identify opportunities for transit service connection, innovation for multi-modal connectivity. Specific assignments may include management of requirements for federal and state reporting standards and measuring the effectiveness of transportation investments through planning performance measures using software programs (ArcGIS, MS Excel, and other analytic tools). Generally, the ability to compile, develop estimates and projections, analyze, interpret, and present transportation data while working across a variety of transportation modes and through the planning process simultaneously is critical. To facilitate this, proficiency in current Windows based software applications such as Microsoft Office Suite, Adobe Creative Suite, and other relevant planning tools is preferred.

The ideal candidate will have the ability to draw together the right resources (people, processes, and tools) at the right times, and the ability to motivate people to realize the benefits of transportation planning efforts. With a demonstrated history of successful planning project work, they will coordinate and plan for enhancements to promote all modes of transportation, multi-modal connectivity, and safety throughout the transportation network in Oneida and Herkimer Counties. They are skilled in consistently and effectively managing time and workload, take a proactive approach to assignments and are ready to work in a challenging, complex, and always evolving work environment.

The position will be filled at the Associate Planner title. All applicants must meet the minimum qualifications and make application through the Oneida County Personnel Department, as outlined below.

Do not contact HOCTS or the Oneida County Department of Planning directly regarding this position.

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

Oneida County Personnel Department Job Specifications

DEPARTMENT: Planning

TITLE: Associate Planner

GRADE/SALARY: 32W - \$46,378 plus Excellent Benefits

THIS IS A TESTED CIVIL SERVICE POSITION

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. 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 a Master's degree in city, regional or urban planning from a regionally accredited or New York State registered college or university **AND** two (2) years of experience in regional, county or municipal planning*; one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Possession of a Master's Degree in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning, economics or a field related to planning, from a regionally accredited or New York State registered college or university **AND** three (3) years of experience, as defined in (A) above; one (1) year of which shall have been in a supervisory capacity; **OR**
- (C) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in city, regional or urban planning **AND** three (3) years of experience, as defined in (A) above; one (1) year of which shall have been in a supervisory capacity; **OR**
- (D) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning, economics, or a field related to planning **AND** four (4) years of experience, as defined in (A) above; one (1) year 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.

NOTE:

- (1) Professional planning experience in the field of city, regional or urban planning may be substituted on a year-for-year basis for the specific degrees designated above, after reviewed and approved by the Commissioner of Personnel.
- (2) Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if applicable.

MAIL APPLICATION TO: Oneida County Department of Personnel
John P. Talerico, Commissioner
800 Park Avenue
Utica, New York 13501

APPLICATIONS MUST BE RECEIVED NO LATER THAN: July 13, 2018

Blank applications may be picked up in Personnel – 6th Floor of the Oneida County Office Building or downloaded and printed from our web site at www.ocgov.net/personnel. You may also call (315) 798-5726 and request that an application be sent to you.