

Jurisdictional Class: Unclassified
EEO Category: Officials/Administrators
Revised: 09/06/2018

COMMISSIONER OF PLANNING

DISTINGUISHING FEATURES OF THE CLASS: The Oneida County Commissioner of Planning functions in a dual role: as Commissioner of the Oneida County Department of Planning and as the Program Director of the Herkimer-Oneida Counties Comprehensive Planning Program (HOCCPP). The employee in this class is in charge of a municipal, regional or community planning agency. Projects are assigned to subordinate supervisors who are responsible to the Commissioner for their progress and eventual completion of tasks. Duties call for the exercise of the highest level of professional knowledge and ability. The Commissioner reports to the County Executive of Oneida County, and to the Chairman of the Herkimer County Legislature from whom administrative direction is received. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Formulates and implements policies and procedures for the professional and non-professional administration of the Department of Planning, Herkimer-Oneida Counties Comprehensive Planning Program (HOCCPP), Herkimer-Oneida Counties Transportation Study (HOCTS), and other special contractual projects;

Determines feasibility and potential value of a wide variety of projects, and makes decisions regarding establishment of priorities, extent of scope of studies and commitment of subordinate staff;

Maintains and coordinates high level contact with local, State and Federal elected and non-elected officials, and representatives of industry and business regarding County and regional planning policies and objectives;

Assigns responsibility for individual projects to subordinate staff members, coordinates projects involving more than one unit, and reviews and approves final products;

Evaluates effectiveness of projects under development, and issues instructions governing program progress and direction as needed;

Supervises and directs consultants engaged to assist in the preparation of advanced specialized studies;

Directs the preparation of publicity and news information for acquainting the general public with planning activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the purposes, principles, terminology and practices employed in municipal, regional or community planning; comprehensive knowledge of zoning and subdivision practices; comprehensive knowledge of advanced professional techniques in field of planning; comprehensive knowledge of legislation, current problems and professional literature in field; ability to prepare and supervise the preparation of complex detailed and master plans for community development; ability to make professional judgments requiring advanced technical knowledge and skills; professional leadership ability and judgment.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience and other such qualifications as the County Executive may determine appropriate.

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Adopted: 02/09/1982
Revised: 04/23/1996; 09/06/2018