

Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 10/01/2021

DEPUTY COMMISSIONER OF PLANNING (TECHNICAL)

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.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Accepts, reviews and evaluates various land use applications; prepares and presents staff reports, including but not limited to power point presentations, analysis and recommendations;

Organizes, schedules and conducts meetings involving the general public, special interest groups, County staff, County boards and commissions and any others as assigned;

Acts as a resource or expert capable of applying the planning process to all Department program areas: land use planning, transportation planning, environmental planning, human services planning, transit planning, community development, economic development, recreational planning, and sustainability planning;

Assists the Commissioner in training and coaching of less experienced staff;

Performs more complex planning duties and serves as project manager for major planning projects;

Performs and manages a variety of long range planning activities; develops, updates and revises all planning documents, including, but limited to, master plan, land-use plan, transportation plan, sustainability plan, etc;

Conducts a variety of related special projects and studies dealing with land use, zoning, development, demographics, economics, housing and natural resources;

As assigned, serves as staff to the Herkimer County Planning Board, Commissions staffed by the Department of Planning, including the preparation and presentation of reports and recommendations;

Serves as the Metropolitan Planning Organization MPO Director in the absence of the Transportation Program Manager;

Assists in the drafting of proposed amendments to the Land Use Code and Comprehensive Plan for the County and local municipalities;

Provides input to setting objectives and priorities for Department activities.

Monitors and reviews environmental concerns, including natural resources, wetland and wildlife habitats; reviews development proposals as needed to ensure compliance with County, State, and Federal Environmental Regulations;

Coordinates planning activities with other County departments and divisions and with outside agencies;

continued...

TYPICAL WORK ACTIVITIES (cont'd):

- Attends meetings, classes and trainings as required or requested by the Commissioner;
- Communicates actively, clearly and regularly with Commissioner and co-workers on all work-related topics;
- Establishes and maintains effective working relationships with Oneida County employees from same or different departments/offices, entities, vendors, members of the community and all customers;
- Ensures that employees observe all safety procedures and practices in order to prevent injuries or damage;
- Schedules meetings with employees on regular basis to provide adequate information to ensure active communication at all levels;
- Assists the Commissioner in the preparation and monitoring of Departmental budgets, including keeping continuous track of overall finances of the various grant programs;
- Performs administrative duties to include: coordinating staff training, assigning and reviewing work, participating in the interview and selection process, making recommendations impacting pay, status and disciplinary action, evaluating performance independently or in conjunction with the Commissioner of Planning and approving time off;
- Responsible for the completion, accuracy and distribution of staff timesheets.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles, practices, techniques, and terminology employed in municipal, County, and regional planning; thorough knowledge of management, administration, and organizational procedures; ability to prepare budgets and monitor overall finances of Department and regional programs: thorough knowledge of current methods of collecting, analyzing, and interpreting planning information; ability to supervise professional personnel support staff in various complex planning projects; ability to formulate, direct, and integrate complex multi-disciplinary studies related to land use development, environmental and other municipal county and regional planning matters, with only broad policy direction from the commissioner; ability to express ideas clearly and concisely, both orally and in writing; ability to establish and maintain an effective working relationship between government agencies, private business, and industry, and advisory groups; good professional judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in city, regional, or urban planning from an accredited college or university **AND** seven (7) years of experience in regional, county, or municipal planning*; three (5) years of which shall have been in a supervisory capacity; **OR**

MINIMUM QUALIFICATIONS (cont'd):

- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning or a closely related field from an accredited college or university **AND** eight (8) years of experience in regional, county, or municipal planning; three (5) years of which shall have been in a supervisory capacity; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in city, regional, or urban planning from an accredited college or university **AND** eight (8) years of experience in regional, county, or municipal planning; three (5) years of which shall have been in a supervisory capacity; **OR**
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning or a closely related field from an accredited college or university **AND** nine (9) years of experience in regional, county, or municipal planning; three (5) years of which shall have been in a supervisory capacity.

NOTE: 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.

***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.

Adopted: 03/28/1979

Revised: 05/13/1983; 10/01/1996; 03/02/2012; 10/01/2021