

Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 04/27/2021

## **PRINCIPAL PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional and administrative work involving responsibility for planning, organizing and supervising the activities of the department of Planning. The work includes promoting, encouraging and coordinating business, industrial, recreational, commercial and economic development of the Commissioner of Planning. Supervision is exercised over the work of technical, professional and clerical assistants for assignments and review of work. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Coordinates development efforts for county in such areas as complex Federal grant programs, business and industrial packaging, housing development and transportation;

Supervises and coordinates budget preparation and accounting systems, and is responsible for general office administrative activities of technical, professional and clerical assistants;

Directs and supervises the land use and technical assistance elements of the County and regional programs;

Serves as program manager of the Oneida County Environmental Management Council;

Formulates, coordinates and administers a variety of complex technical special projects, generally relating to the physical environment;

Coordinates criminal justice activities/programs;

Develops specific and comprehensive criminal justice plans and projects for municipalities, County-wide or on a regional basis, including public safety and human service plans and programs as they relate to the criminal justice system;

Performs comprehensive planning for a number of towns in the County;

Oversees energy issues that relate to the County;

Works with Herkimer-Oneida Counties Joint Planning Board, Herkimer-Oneida Counties Governmental Policy and Liaison Committee, Herkimer County Legislature, Oneida County Board of Legislators, and other boards as created to establish and implement planning policies;

Promotes, encourages and develops commerce and industry in the County, consistent with policies as encouraged by the Legislature and with established agencies;

Conducts studies and otherwise examines factors relating to economic development, and recommends approaches to insure stable and desirable employment;

Reviews, approves and, when appropriate, directs or facilitates economic development programs;

Supports and encourages local agencies to expand economic, commercial, industrial and recreational activities to meet human needs in the public and private areas;

Maintains liaison with public and private agencies within the County that request assistance or desire staff support consistent with County policy;

Prepares and conducts seminars, meetings and classes to promote and educate the public regarding various aspects of business enterprise and economic development;

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**TYPICAL WORK ACTIVITIES (cont'd):**

Attends and participates in seminars, meetings and classes dealing with small businesses and economic development;  
Prepares reports concerning manpower, business and economic development in the County and region.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of principles, practices and techniques of County and regional planning; comprehensive knowledge of various governmental programs dealing with business and economic development; comprehensive knowledge of agencies within the County engaged in planning and development; comprehensive knowledge of the methods and techniques used in public relations and promotion activities; comprehensive knowledge of State and Federal laws dealing with business and economic development; ability to prepare complex plans; ability to express ideas clearly and concisely, both orally and in writing; ability to develop imaginative and practical approaches in promoting industrial and economic development; ability to establish and maintain an effective working relationship between government agencies, private businesses and industry; good professional judgement; ingenuity; tact; courtesy; initiative.

**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 a regionally accredited or New York State registered college or university **AND** four (4) years of **professional planning experience\***, two (2) years of which shall have been in a supervisory capacity;
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in planning, architecture, landscape architecture, environmental science, engineering, sociology, public administration, geography, natural resources, criminal justice, statistics or a closely related field **AND** five (5) years of **professional planning experience\***, two (2) 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 **AND** five (5) years of **professional planning experience\***, two (2) 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 planning, architecture, landscape architecture, environmental science, engineering, sociology, public administration, geography, natural resources, criminal justice, statistics or a closely related field **AND** six (6) years of **professional planning experience\***, two (2) years 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.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 02/09/1982

Revised: 08/15/1986; 09/30/1996; 04/21/2021; 04/27/2021