

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

PLANNER

Salary: \$41,916.00 - \$46,728.00

Classification: CSEA, Competitive Position
Membership in the NYS Retirement System is Mandatory
Eligible for Health Insurance, Dental Insurance, and Vision Insurance

DISTINGUISHING FEATURES OF THE CLASS: This position exists in Urban Economic Development. This is the beginning level of professional planning work involving responsibilities to perform limited office and field assignments in connection with municipal, regional or community planning projects. Responsibilities include collected and analyzing data, preparing charts and other graphic materials and assisting with community planning projects and programs. The work is performed under general supervision of a higher level Planner or other supervisor with limited leeway allowed for independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Completes components of a variety of planning projects under supervision;
Collects data and participates in studies involving research, investigation analysis of sociological, economic and environmental factors related to municipal, regional and community planning;
Collects, analyzes and tabulates statistical data for use in population, housing, community development and land use reports;
Prepares charts, drafts, working drawings, designs, layouts to scale and other geographic materials to aid in the planning function;
Attends neighborhood, community development and housing/homeless meeting to offer staff assistance relative to community planning projects and programs;
Performs a variety of related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the purposes, principles, terminology, and practices employed in municipal planning; working knowledge of the sociological, economic, environmental, engineering, design and research factors in problems involved in community planning; working knowledge of ARC-GIS or comparable GIS platforms and Sketchup or other comparable three-dimensional modeling software; ability to understand and follow detailed oral and written instructions; ability to develop cooperatives relationships with associates and the public; tact; courtesy; integrity;

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with Bachelor's Degree in Planning, Civil Engineering, Urban Geography, Landscape Architecture, Government, Public Administration, Economics or a related field; OR
- (B) Graduation from a regionally accredited New York State registered two (2) year college with an Associate Degree in Planning, Civil Engineering, Urban Geography, Government, Public Administration, Economics, Landscape Architecture, or a related field and two (2) years of experience in municipal, community or regional planning.

Applications:

Applications/resumes should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502. Resumes should be submitted by the Civil Service Office.

For more information about this position, please call the Commissioner of Urban Economics Brian Thomas (315)792-0181.

This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.

Applicants must be residents of the City of Utica.

THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the City of Utica 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.