

## CITY OF UTICA

# NOTICE OF VACANCY

THE CITY OF UTICA  
announces that a vacancy exists in the City of Utica for  
**PRINCIPAL PLANNER**

**Salary:** \$57,303.00 - \$64,386.00

**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 a professional and administrative position involving responsibility for planning, organizing, leading and supervising neighborhood, recreation and downtown development. The work includes promoting, encouraging and coordinating business, industrial, recreational, commercial and economic development of the City. The work is performed under general direction of the Commissioner of Urban and Economic Development with leeway allowed for exercise of independent judgement in carrying out details of the work. Supervision is exercised over the work of technical, professional and clerical assistants for assignments and review of work. The incumbent will fill in for the commissioner of Urban and Economic Development in his absence as needed.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Directs research, investigations and special studies of social, economic environmental aspects of proposed development projects and prepares or supervises the preparation of reports on these related subjects;  
Works at the director of the Mayor and the Commissioner of Urban and Economic Development on implementation of community and neighborhood revitalization projects;  
Directs and participates in the preparation of applications for federal and state grants in aid and administers federal grant in aid projects and studies and ensures that these projects and studies are completed in a timely and efficient manner;  
Oversees the preparation and implementation of comprehensive land use, zoning, recreation, economic development and neighborhood revitalization programs;  
Maintains contacts with other city departments regarding coordination of projects and budgetary considerations;  
Speaks before community groups and other gatherings to further understand planning and economic development objectives;  
Prepares a variety of records and reports related to the work;  
Prepares and supervises the preparation of a variety of planning statistics, data designs and charts;  
Advises public and private officials and individuals;  
Acts as a facilitator and coordinator between not-for-profit agencies and the City to carry out special studies and projects;  
Fills in for the Commissioner of Urban and Economic Development in his absence as required;  
Uses judgement and experience in making decisions in accordance with established policies and procedures;  
Assists in the formulation of policies and procedures;  
Keeps abreast of city, state, and other rules, regulations, and policies regarding this department;  
Responsible for preparing a variety of reports;  
Operates office equipment as required;  
Performs a variety of related duties as necessary for the efficient execution of administrative functions of the department.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the purposes, principles, terminology and practices, including statistical analysis employed in municipal and community planning and economic development; comprehensive knowledge of the principles and techniques of drafting, mapping, and graphic visual methods as applied to urban planning; thorough knowledge of current legislation in the urban planning economic development field; thorough knowledge of zoning and subdivision practices; ability to plan and supervise the work of others; ability to speak before groups of people; ability to prepare complex records and reports; ability to understand and follow oral and written directions; mental alertness; resourcefulness; initiative; good judgement; neatness; accuracy; tact and courtesy; A valid NYS Driver's License is also required.

**MINIMUM QUALIFICATIONS:**

- (A) Possession of a Master's Degree from regionally accredited or New York State registered college or university in planning, civil engineer, urban or environmental geography, landscaper architecture, government, public administration, economics, urban affairs or a closely related field and three (3) years of experience in municipal, community or regional planning; OR
- (B) Possession of a Bachelor's Degree from a regionally accredited or New York State registered college or university in planning, civil engineering, urban geography, landscape architecture, government public administration, economics or a closely related field and four (4) years of experience in municipal, community or regional planning; OR
- (C) For promotional purposes, twelve (12) months of continuous permanent employment for the City of Utica as a Senior Planner.

**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.

(Issued: 09/06/23)