

## NOTICE OF VACANCY - PLANNING SPECIALIST

Oneida County Department of Planning and the Herkimer-Oneida Counties Transportation Study (HOCTS) are jointly soliciting applications for the position of Planning Specialist. HOCTS is the Metropolitan Planning Organization (MPO) for Herkimer and Oneida County. The MPO is hosted by Oneida County and is cooperatively housed within the Oneida County Department of Planning.

Oneida County Department of Planning/ HOCTS currently has several positions open, which require a motivated, engaging, and technically educated planning professional. The individual selected will contribute to planning work program task items as assigned, conduct technical research work, assist with public and stakeholder engagement, work collaboratively with partner agencies, work with other staff on assigned projects, and contribute to the overall direction of the planning program.

Required skills and abilities:

- Working knowledge of the principles and techniques used in land use, environmental, transportation, urban, rural, and regional planning;
- Advanced ability to operate a personal computer and utilize the Microsoft Office suite;
- Ability to analyze, organize, interpret data, and draw conclusions from raw data;
- Ability to prepare and produce reports, meeting summaries, and project briefings;
- Ability to communicate effectively, in oral and written formats, to technical and non-technical audiences;
- Ability to establish and maintain effective working relationships with others.

Desirable skills and abilities:

- Working knowledge of the Adobe Creative Suite;
- Working knowledge of ESRI ArcGIS;
- Advanced knowledge of transportation planning of particular note the areas of traffic modeling, transit, bicycle, pedestrian, ITS, and safety;
- Advanced knowledge of land use, municipal, environmental, watershed, hazard mitigation, and economic development planning;
- Experience in conducting fieldwork for surveying, traffic data collection, and general planning studies;
- Experience working with data analytics and performance metrics;
- Experience working with NYS SEQRA;
- Experience working with Federal and State funded grant programs;
- Knowledge of the public meeting process.

The position(s) will be filled at the Planning Specialist title or at a title appropriate for education and experience level. All applicants must meet the minimum qualifications. The application is through the Oneida County Personnel Department. Full requirements of the title and directions for how to apply: [Planning Specialist - Notice of Vacancy](#)

Closing date: October 15, 2018