

SENIOR PLANNER – Land Management

OVERVIEW

Under the Supervising Planner – Land Management's direction, the Senior Planner will work in the Middlesex County Office of Planning and be responsible for reviewing subdivision and site plan applications, preparing developer agreements, issuing performance guarantees, providing administrative support to the Planning Board and its Development Review Committee, and related duties. Additionally, the Senior Planner may assist other groups within the Office of Planning, including Regional Planning and Local Assistance, Sustainability and Resiliency, Transportation Planning, and Spatial Data Services, and the Office of Engineering.

Comprising various urban, suburban, small-town, and rural places, Middlesex County is New Jersey's second most populous county. It is strategically located midway between New York and Philadelphia and home to Rutgers University and other post-secondary institutions. It is traversed by several major highways, is near the Port Newark–Elizabeth Marine Terminal and Newark Liberty International Airport, and is served by local and regional buses, and passenger and freight rail systems.

Middlesex County is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender identity, national origin, protected veteran status, disability status or any other characteristic protected by law.

RESPONSIBILITIES - EXAMPLES OF WORK MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Reviews land development proposals and determines compliance with County regulations and other applicable state and/or municipal regulations.
- Evaluates project proposals against adopted standards, plans, and programs; recommends viable alternatives when required.
- Transmits actions and recommendations of development proposals to municipalities, applicants and other representatives.
- Develops tentative plans for planning projects identifying proposed land use.
- Assumes responsibility for major details of planning studies of physical development, economic growth, or recreational needs of the community, or of other programs involving the application of general planning principles.
- Conducts surveys to gather information used in planning studies.
- Provides advice and technical assistance.
- Prepares maps representing existing and proposed land use and other data for submission or presentation.
- Designs and prepares charts representing economic conditions.
- Prepares various types of reports including graphic, statistical and written presentations.
- Prepares correspondence.
- Prepares clear, sound, accurate and informative statistical and other planning reports, studies and surveys containing findings, conclusions and recommendations.
- Maintains the essential records and files, maps, plans, designs and charts.

KNOWLEDGE AND ABILITIES:

- Knowledge of the theories, practices, and procedures of land use planning.

- Knowledge of the problems associated with the growth of urban centers, movements of population; the changing character of individual urban, suburban, and rural areas; the location, relocation, development and/or loss of industrial opportunities; traffic conditions; and other contemporary conditions affecting land use and development.
- Knowledge of the varied factors to be considered in the process of land use planning.
- Knowledge of factors that determine the development, location, form, growth or decline of cities.
- Knowledge of the impact of land use on community development.
- Knowledge of the principles and techniques of drafting used to prepare maps.
- Ability to gather and analyze data.
- Ability to comprehend, analyze, and interpret basic laws and regulations.
- Ability to prepare the prepare maps, charts, graphs and plans.
- Ability to analyze and interpret drafting, designing and planning problems, organize assigned work and develop effective work methods.
- Ability to provide professional advice and guidance on planning matters.
- Ability to organize and execute designated planning projects and studies.
- Ability to identify social, economic and industrial conditions and trends as they relate to land use planning.
- Ability to collect, organize, analyze, and interpret, land use information.
- Ability to prepare and maintain maps, charts, graphs, and plans.
- Ability to prepare clear, technically sound, accurate and informative planning reports, studies and surveys containing findings, conclusions and recommendations.
- Ability to establish and maintain cooperative working relationships with those involved in the work of the unit.
- Ability to keep current with land use planning practices.
- Ability to prepare correspondence.
- Ability to maintain records, reports, maps, plans, charts and files.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

QUALIFICATIONS - MINIMUM REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree including or supplemented by 21 semester hour credits in professional planning subjects such as the principles of land use planning, history of city planning, planning project design, and planning law and administration.

EXPERIENCE:

Two (2) years of experience in municipal, county, regional, or state planning.

NOTE: Possession of a current and valid license as a professional planner in New Jersey issued by the New Jersey Board of Professional Planners may be substituted for the educational requirement.

NOTE: Possession of a current and valid credential as a Certified Planner Issued by the American Institute of Certified Planners (AICP) may be Substituted for the educational requirement.

NOTE: Possession of a Master's degree in Planning from an accredited college or university may be substituted for one (1) year of indicated experience.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential functions of the position.

PREFERRED QUALIFICATIONS

A Master's degree in Planning from an accredited college or university, in addition to 2-5 years of experience in municipal, county, regional and/or state planning.

Application Link: <https://careers-middlesexcountynj.icims.com/jobs/1358/senior-planner/job?mode=view&mobile=false&width=784&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>