

**ATLANTIC COUNTY GOVERNMENT**

**JOB ANNOUNCEMENT**

**PLEASE POST**



**TITLE:** Department Head Planning & Engineering

**SALARY:** *Applicants to provide salary requirements*

Hours: 40  35

**DEPARTMENT:** Planning & Engineering

Union:  Mgmt

**LOCATION:** Northfield

NJCSC Test Required: Yes  No

Grant Funded: Yes  No

**This is an unclassified position within the New Jersey Civil Service Commission.**

**DEFINITION**

Under the supervision of the County Administrator, leads the planning of present and future infrastructure needs of the County including all required capital planning. This is accomplished through the direct units reporting of the Division of Policy and Planning, Division of Engineering, Office of Geographic Information Systems and Construction Board of Appeals.

**EXAMPLES OF WORK:**

Responsible for all personnel involved in the organizing, promoting, comprehensive planning, including surveys; collection, compilation of comprehensive data; and, investigations and analyses of data, to provide detailed recommendations for project planning and implementation.

Implements policies of the County or other higher authority responsible for planning.

Oversees the preparation of the County master plan.

Participates in the regional Metropolitan Planning Organization under the auspices of the South Jersey Transportation Planning Organization.

Oversees the administrative procedures to ensure maximum service provided to constituents.

Conducts appropriate needs analysis to develop immediate and long-range plans goals and objectives.

Establishes and maintains cooperative relationships with other agencies and interested individuals.

Works with unit leads to accomplish divisional and county goals, providing direction and assistance when difficult or unusual problems arise.

Prepares annual budget estimates and monitors expenditures.

Prepares reports to the County Administrator on projects, and capital planning requirements.

Directs the establishment and maintenance of complete records of departmental records.

## **EDUCATION**

Graduation from an accredited college with a Bachelor's degree.

## **EXPERIENCE**

Seven years of professional experience in municipal, county, regional or state planning; five years of which shall have been in a supervisory capacity.

**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:**

Possession of a current, valid license as a Professional Planner in New Jersey issued by the State Board of Professional Planners, Certification by AICP or possession of a Professional Engineers (PE) License issued by the State of NJ.

Appointees 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 essential duties of the position.

## **KNOWLEDGE AND ABILITIES:**

Working knowledge of regional planning and associated development disciplines.

Knowledge of and familiarity with varied problems brought about by growth of urban centers, movements of population, and changing character of individual urban, suburban, and rural areas.

Knowledge of the location, relocation, development, and/or loss of industrial opportunities, traffic conditions, housing shortages, and other contemporary conditions affecting the social and economic status of the region

Knowledge of the planning process necessary to accomplish the goals and objectives of the Department and the County.

Knowledge of supervisory principles and techniques of organizational management.

Knowledge of the use of technology in the planning process.

Knowledge of how land use influences community development.

Ability to use analytical methods and tools.

Ability to analyze planning problems.

Ability to identify and define planning goals and objectives.

Ability to evaluate programs and measures used to implement them.

Ability to express ideas orally, in writing, or by means of graphics and sketches.

Ability to deal tactfully and diplomatically with others.

Ability to function under pressure such as time limitations or intense public interest.

Ability to complete designated planning projects through the planning process.

Ability to prepare technically competent, feasible, plans and details of plans for the further development of the economic, recreation, and other resources Atlantic County.

Ability to keep current with literature in the field of planning and with current trends of thought and significant developments in present day planning activities.

Ability to comprehend, analyze, and interpret basic law and regulations.

Ability to assign and instruct technical and other employees and supervise the performance of their work.

Ability to collect, organize, analyze, and interpret land use information including statistical material.

Ability to prepare and supervise the preparation of plans.

Ability to plan, organize, and coordinate the work of an organization in situations where there are numerous or diverse demands.

Ability to provide professional advice and guidance on planning matters.

Ability to analyze organizational and administrative work problems.

Ability to talk with officials and groups and to interpret the meaning of individual planning projects.

Ability to prepare correspondence in the course of official duties.

Ability to prepare clear, technically sound, accurate, an informative planning reports, studies, and surveys containing findings, conclusions, and recommendations.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Ability to balance multiple priorities and projects within the framework of the resources available.

Ability to explain the need for specialized expertise in departmental staff and the associated pay requirements.

Ability to explain need for advanced and specialized equipment and software for Survey, GIS, Traffic and Engineering specialties such as CADD and gain the needed budgetary resources to continue to deliver project development and implementation.

Ability to explain the flexibility needed to advance complex projects through the concept, design, permitting and construction phases of the modern regulatory requirements.

Ability to advocate for projects that may not fit “in the box” of current practices but have the potential to provide a better outcome or quality of life experience for constituents.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>**

**Alternatively, applications may be mailed to the**

**Atlantic County Division of Human Resources**

**1333 Atlantic Avenue, Atlantic City, NJ 08401**

**- We are an Equal Opportunity Employer -**