

Senior Planner

Warren County, New Jersey

Department of Planning

The Warren County Department of Planning serves 22 diverse municipalities within urban, suburban and rural settings in northwestern New Jersey. The County is looking to fill the full-time position of Senior Planner. Under the direction of the Planning Director, the Senior Planner's duties will be primarily subdivision and site plan development review. There will be the opportunity to work on other planning projects including, but not limited to transportation planning, U.S Census and demographics, master plan review, and open space planning.

The ideal candidate will possess some GIS skills and will be charged with managing the subdivision/site plan review process and work closely with the County Engineering Office. In addition, responsibilities will include working with the US Census Bureau in gearing up for the 2020 census, and reviewing and developing socio economic tables periodically for County Planning Board review. In addition the Senior Planner will review and file as municipal master plan plans and land use regulations that are submitted to the County Planning Board. The Senior Planner will have the opportunity to work with other departmental staff on transportation related projects and county open space and Morris Canal projects as needed. Lastly, as with other planning staff, the Senior Planner will be responsible for answering questions and handling public information requests in accordance with standard procedures.

ELIGIBILITY 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.

Abilities and Knowledge:

- Ability to prioritize work tasks and respond to important tasks as needed;
- Familiarity with planning issues and concepts relevant to the regional including land use trends;
- Familiarity with state statutes regarding planning powers and responsibilities at the state, county and municipal level in New Jersey;
- Excellent attention to detail and the ability to collect and organize data in a way that improves the department's ability to plan and implement projects;
- Self-motivated with an ability to work on several project at the same time;
- Ability to prepare clear, technically sound, accurate, and informative planning reports and studies;
- Highly proficient with Microsoft Access, Excel, Word;
- Knowledge of GIS is preferred but not necessary

NJ residency required. Civil Service Position #16470. Application available at www.co.warren.nj.us, Info Center Employment Opportunities, EOE Submit application, cover letter, resumé w/sal req., and names and phone numbers of at least three references to the Warren County Personnel Dept., 165 Co. Rt. 519 So., Belvidere, NJ 07823 or twright@co.warren.nj.us by 11/16/18