



# State of New Jersey

Highlands Water Protection and Planning Council  
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[www.nj.gov/njhighlands](http://www.nj.gov/njhighlands)



**PHILIP D. MURPHY**  
*Governor*

**SHEILA Y. OLIVER**  
*Lt. Governor*

**CARL J. RICHKO**  
*Chairperson*

**LISA J. PLEVIN**  
*Executive Director*

**Job Title:** Land Preservation Coordinator/Regional Planner

Reports to: Planning Manager

Type of Position: Full Time Unclassified (35 hours/week, Exempt)

Salary Range: \$70,000 - \$80,000 Per Year

Issue Date: October 28, 2020

### **Agency Description:**

The New Jersey Highlands Water Protection and Planning Council (“Highlands Council”) is a regional planning agency charged with protecting drinking water for approximately half the residents of New Jersey. The Council was established by, and is responsible for implementation of, the Highlands Water Protection and Planning Act of 2004 and the 2008 Highlands Regional Master Plan (RMP). The Council is supported in its efforts by a professional staff of planning, science, legal and GIS experts. As a regional planning entity, the Highlands Council works in partnership with municipalities and counties to develop programs and planning initiatives that help ensure the long-term health of the region’s natural resources and economies.

### **Job Description:**

The Highlands Council is seeking a full time Land Preservation Coordinator/Regional Planner to assist with implementation of the Highlands Regional Master Plan (RMP). This position is responsible for management of the Highlands TDR program, the Highlands Development Credit (HDC) Purchase Program, and Open Space Matching Grant Program, as well as coordination with the HDC Bank. The position is also responsible for providing planning support to the Highlands Council and the Council’s management team. The position includes responsibility as liaison to municipalities related to plan conformance activities, including planning, land development regulations, resource protections, and grant funding.

### **Duties:**

- Municipal plan conformance liaison
- Project review and plan conformance documents review/support as needed
- GIS support as needed
- Investigate potential grant funding opportunities for land preservation in the Region
- Manage land preservation projects for federal grant funding
- TDR Coordinator:
  - Manages HDC Purchase Program (N.J.A.C. 7:70)

- Prepares materials for Land Owner Equity Committee and HDC Bank Board
- Assists in the preparation of HDC Allocations
- Tracks HDC Allocations and HDC Registry
- Conducts site visits on HDC Purchases and Allocations
- Monitors easements held by the Highlands Council
- Works with public regarding HDC applications
- Open Space Coordinator:
  - Manages the Open Space Matching Grant Program (N.J.A.C. 7:70)
  - Tracks Open Space applications, submitted documents and application status
  - Operates as primary contact for all Partnering Entities
  - Reviews all closing documentation for completion and consistency with N.J.A.C. 7:70
  - Conducts site visits on Open Space Applications and Purchases
  - Monitors easements in which the Highlands Council is designated as Grantee
  - Works with SADC, Green Acres, counties, municipalities, non-profits and the public regarding Open Space applications

**Position Requirements:**

Graduation from an accredited college or university with a bachelor's degree and at least 3 years work experience in land preservation and/or professional planning. Experience with land preservation specifically in the New Jersey Highlands Region is preferred but not required. Master's degree in Planning or related field preferred and may substitute for 1 year of work experience. New Jersey Professional Planning license and/or American Institute of Certified Planners membership preferred but not required. Applicant must be proficient with Microsoft Office applications. GIS experience is a plus.

Residency Requirement: New Jersey Residence required in accordance with Public Law, N.J.S.A. 52-14.7(1.2011, Chapter 70) effective September 1, 2011. If you do not reside in New Jersey, you have one year after the date you begin employment to relocate your residence to New Jersey. Foreign Work Visas: The New Jersey Highlands Council is not able to sponsor foreign worker visas.

To be considered, please mail, fax or e-mail the following to the address below no later than November 27, 2020.

- 1) Cover letter indicating your interest and experience
- 2) Resume
- 3) Example of professional work products (planning work products, writing samples, etc.)
- 4) Names and phone numbers of at least three references.

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