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State of New Jersey

Highlands Water Protection and Planning Council
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CARL J. RICHKO
Chairperson

LISA J. PLEVIN
Executive Director

Executive Director New Jersey Highlands Council

The New Jersey Highlands Water Protection and Planning Council (Council) is seeking an Executive Director to oversee the administration of the state agency, its policies, and the work of its 23-person staff. The Council is an instrumentality of the State of New Jersey established within but independent from the State's Department of Environmental Protection, responsible for coordinating a comprehensive regional approach to land use planning in the Highlands Region of the state in order to protect and preserve sources of drinking water and other exceptional natural resources. The Executive Director and the Highlands Council staff are employees of the Executive Branch of state government. This is a unique opportunity to support and further that important mission.

The Executive Director serves at the pleasure of the Council, which consists of 15 voting members, and serves as its chief administrative officer, responsible for operationalizing the functions of the Council as established by the Highlands Water Protection and Planning Act (N.J.S.A. 13:20-1 et seq.) This position includes staff management, oversight of budget and operations, strategic planning, project and policy development, intergovernmental affairs, and public outreach.

Information about the Highlands Council can be found at www.highlands.state.nj.us. The full-time position includes excellent benefits from the State of New Jersey. The annual salary range is from \$120,000 to \$135,000 and is commensurate with experience.

Position Requirements: Graduation from an accredited college or university with a bachelor's degree and several years of relevant professional experience. Excellent communication, managerial, organizational, and operational skills are required. Experience in government and with public meetings is a plus.

POSITION TITLE:

Executive Director, Highlands Water Protection and Planning Council

REPORTING RELATIONSHIPS:

Directly reports to the Chair of the Highlands Council (Council) and serves the Members of the Council and the Highlands Development Credit Bank Board of Directors.

Oversees all Council staff including 8 staff who report directly to the Executive Director.

PURPOSE:

The Executive Director serves as the chief administrative officer of the Council. The Executive Director shall implement the policies and decisions of the Council and the State of Jersey and shall oversee the operations, office(s) and staff.

MAJOR FUNCTIONS:

1. **Administration:** The Executive Director shall: (1) oversee all Council operations and management of staff; (2) work with the Council to develop proposed plans, actions and schedules to ensure that all requirements of the Highlands Act and the Regional Master Plan are fulfilled; (3) administer the affairs and directives of the Council in an efficient, cost-effective, and public-spirited manner, consistent with available appropriated funds; (4) regularly monitor and evaluate the need for revisions and/or updates to the Regional Master Plan; (5) prioritize outreach to municipalities and counties to advance the goals of Plan Conformance with the Regional Master Plan and support the utilization of Plan Conformance grants; (6) supervise the review of all applications for land use and development, public capital projects, certification of municipal and/or county master plans and development ordinances in the Highlands, and compliance actions, and submit appropriate recommendations to the Council in accordance with procedures established by the Council for processing such applications and projects; (7) consult and coordinate with the Department of Environmental Protection as required by and to effectuate the goals of the Highlands Act, and work with other State agencies and authorities to propose or refine existing working relationships as needed to fulfill the goals of the Act, (8) evaluate proposed land acquisitions, purchase of development easements, purchase of Transfer of Development Rights, and proposed State aid to counties and municipalities and make recommendations concerning the same; (9) ensure that the Highlands Council provides the public with clear and complete information about meetings, proposed actions and activities, and decisions; (10) recommend consultants, when appropriate, for approval by the Council; and (11) serve as a representative of the Council on appropriate intragovernmental working groups, including the State's Interagency Council on Climate Resilience pursuant to Executive Order 89 (Murphy, 2019) and Environmental Justice Interagency Council pursuant to Executive Order 23 (Murphy, 2018).

2. **Budget and Finance:** The Executive Director shall: (1) prepare proposed budgets for Council approval, submit budgetary documents to the State as requested and, as needed and appropriate, advocate for their approval; (2) sign checks for all payments by the Council, subject to the policies of the Council; (3) contract for, issue purchase orders for and approve payments for goods and services as provided in the By-laws adopted by the Council, and prepare recommendations for expenditures of funds by the Council consistent with Council policies and By-laws, and applicable law; and (4)

provide other financial information to the Council as requested including periodic reports on all new contracts, purchase orders and payments as directed and established by the Council.

3. Other Responsibilities: The Executive Director shall carry out all other responsibilities as assigned or directed by the Chairman of the Highlands Council, the Highlands Council, the Council's Bylaws, or the Highlands Act.

TERMS OF EMPLOYMENT:

The Executive Director shall serve at the pleasure of the Highlands Council on terms recommended by the Chair and approved by the Council. The Executive Director shall be eligible for salary increases as determined by the Chair consistent with State personnel and salary policies.

Please email, fax, or mail the following to the address below no later than **June 3, 2022**.

- 1) cover letter indicating your interest and experience
- 2) resume
- 3) example of professional work product
- 4) names and phone numbers of three references

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