

# Job Vacancy Announcement

**POSITION:** Planning Specialist (2 vacancies)

**CLASSIFICATION:** Full Time, Exempt, Union

**POSTING PERIOD:** 1/16/2024 – 2/13/2024

**SALARY:** \$60,000 - \$80,000 per year

Work Location: Hybrid

## PLANNING SPECIALIST

### **POSITION DESCRIPTION:**

The New Jersey Pinelands Commission is an independent state agency whose mission is to preserve, protect, and enhance the natural and cultural resources of the Pinelands National Reserve, and to encourage compatible economic and other human activities consistent with that purpose. The Commission implements a comprehensive plan that guides land use, development, and natural resource protection programs in the 938,000-acre Pinelands Area of southern New Jersey.

The Commission's Land Use Programs Office seeks two full-time Planning Specialists. The positions will support a wide array of on-going programs as well as projects that arise to meet emerging environmental and regional planning priorities of the Commission. Responsibilities include review of complex land use issues and municipal ordinances and coordination with other state and local governmental agencies on land use planning or resource management issues and projects. The position may assist in land preservation, monitoring of intergovernmental agreements, rule development, supporting the Pinelands Development Credit Program ("Transfer of Development Rights") and/or the alternative wastewater treatment and stormwater management projects.

### ***Skills and Qualifications***

Well-qualified candidates will have excellent communication skills, considerable knowledge of land use principles, and negotiation skills. Candidates must have the ability to read and interpret regional land use regulations and municipal ordinances, the ability to collaborate effectively with other staff and across a diverse region with many local governments, and the ability to conduct research. Duties may include data analysis, professional writing, public presentations, conceptualizing and developing solutions to regional planning and local zoning issues, and application of resource science to land use planning issues.

Time and project management skills are important as planning specialists work on multiple projects with competing deadlines. The candidate should be able to define problems, apply concepts, and make oral presentations at staff and public meetings. The position conducts research and identifies solutions in support of identified issues and emerging needs in regional planning and resource management. Applicants should be interested in developing a wider

knowledge of regional planning, infrastructure planning, climate change planning, or economic planning along with gaining understanding of the Pinelands Area, the Pinelands Comprehensive Management Plan, and the Pinelands Commission's operating procedures. This incumbent must work successfully individually and as part of a team to achieve goals. Some local travel may be required to attend meetings within the Pinelands Area.

Required skills include proficiency with Microsoft Office tools such as Word, Excel, and Outlook, as well the ability to learn and use Teams to facilitate remote collaboration. A Driver's license is required. Familiarity with municipal zoning, GIS skills, and analytical research skills is helpful. Understanding stormwater management, soil science, climate science or other environmental regulations may be beneficial. This position has no supervisory responsibilities.

### **REQUIREMENTS:**

***Education and Experience:*** A Bachelor's degree in a related field and a minimum of one year of experience is required. Additional experience in land use planning will be considered. A Master's degree or a New Jersey Planning license may substitute for one year of experience. Familiarity with the NJ MLUL is a plus.

***Residency:*** The New Jersey First Act (P.L. 2011, c. 70) requires all new employees to reside in the State of New Jersey, unless exempted under law. If you do not reside in New Jersey, within one year of hire, you must either establish residency in the State of New Jersey or successfully receive an exemption from the Employee Residency Review Committee.

**INTERESTED CANDIDATES:** Interested candidates should submit a cover letter, resume and writing sample via e-mail to [humanresources@pinelands.nj.gov](mailto:humanresources@pinelands.nj.gov) by the closing date. Only candidates selected for interview will be notified. Starting salary range is \$60,000 to \$80,000, commensurate with experience and qualifications. Opportunities for hybrid work and flex schedule are available. Full benefits package offered. Send resume, cover letter, and writing sample by February 13, 2024, to: [humanresources@pinelands.nj.gov](mailto:humanresources@pinelands.nj.gov)

EOE

*Please note that NJ Pinelands Commission has not adopted the provisions of Title 11A of the New Jersey Statutes (Civil Service). Thus the Civil Service Commission will not play a role in or oversee the hiring process for this position.*