



State of New Jersey

Highlands Water Protection and Planning Council
100 North Road (Route 513)
Chester, New Jersey 07930-2322
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(908) 879-4205 (fax)
www.nj.gov/njhighlands



PHILIP D. MURPHY
Governor

CARL J. RICHKO
Chairperson

TAHESHA L. WAY
L. Governor

BENJAMIN L. SPINELLI, ESQ.
Executive Director

Job Title: Planning Associate 1 – Regional Planner
Reports to: Planning Manager
Type of Position: Full Time Unclassified (35 hours/week, Exempt)
Salary Range: \$75,386 to \$93,086 Per Year (P26)
Issue Date: April 15, 2024
Closing Date: May 15, 2024

The Highlands Council is seeking a full time Planning Associate 1 to assist with implementation of the Highlands Regional Master Plan (RMP). Under the direction of the Planning Manager, the position assists in providing guidance on complex regulatory, legal, and planning matters, formal and informal, including all facets of municipal, county, and regional land use planning, open space and preservation planning, state-wide regulatory issues, and policy matters considered by the agency.

Duties include:

- Municipal plan conformance liaison
- Project review and plan conformance documents review/support
- Investigate potential grant funding opportunities for land preservation in the region
- Manage the federal Highlands Conservation Act grant program
- TDR Coordinator:
 - Manages HDC Purchase Program (N.J.A.C. 7:70)
 - Monitors easements held by the Highlands Council
- Open Space Coordinator:
 - Manages the Open Space Matching Grant Program (N.J.A.C. 7:70)
 - Monitors easements in which the Highlands Council is designated as Grantee

Position Requirements:

Possession of a master’s degree in land use planning, planning policy, or closely related specialty from an accredited college or university, with majority course credits in professional planning subjects such as the principles of land use planning, environmental planning, history of city planning, project design, planning law, economics, administration, spatial and statistical analysis, transportation, community organization, government finance, and architecture.

A minimum of three (3) years of experience.

This is a NJ State Government, public employee position and State of NJ health, pension and other benefits apply. The Highlands Council participates in a hybrid 2 day a week work from home schedule.

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 e-mail the following to the address below no later than May 15, 2024.

- 1) Cover letter indicating your interest and experience
- 2) Resume
- 3) Names and phone numbers of at least three references

Ranji Persaud, Manager of Human Resources
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