



# 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*

**CARL J. RICHKO**  
*Chairperson*

**TAHESHA L. WAY**  
*Lt. Governor*

**BENJAMIN L. SPINELLI, ESQ.**  
*Executive Director*

## Job Posting

**AGENCY:** N.J. Highlands Water Protection and Planning Council (Highlands Council)

**POSITION:** Principal Planner - (Planning Associate 2)

**ISSUE DATE:** January 9, 2023. **CLOSING DATE:** March 1, 2024

**SALARY RANGE:** \$82,643 to \$106,060.78 (P-28)

Planning Associate 2: Under the direction of the Planning Manager (Planning Associate 3), the Principal Planner (Planning Associate 2) functions independently to assist and provide guidance in complex regulatory, legal, and planning matters, formal and informal, including all facets of municipal, county, and regional land use planning, state-wide regulatory issues, and policy matters considered by the agency.

Provides technical expertise to municipal and county governments in the fields of master planning, policy development, Highlands Act, Municipal Land Use Law, County Planning Act, resource conservation, affordable housing, subdivision and site plan review, community outreach, and economic sustainability. As needed, attends, and addresses the public meetings of municipal and county land use boards, governing bodies, and various subcommittees of the same to provide assistance and ensure broad understanding by governing bodies and members of the public.

Represents the Highlands Council at meetings, conferences, committees, and other groups. Confers with representatives of municipalities, counties, and other State agencies regarding matters of joint or multi-jurisdictional relevance to ensure the interests of the agency are represented and incorporated into project outcomes. Provides review and input in development of state planning/policy documents having relation to or bearing on the Highlands Region.

On behalf of the Highlands Council, manages long-term contracts with outside professionals, firms, and/or organizations involving development of comprehensive planning/policy materials for use by the Council. Coordinates activities of technical and other staff personnel in carrying out detailed aspects of contract administration, monitoring, and management, including development of requests for proposals for professional services.

Drafts, coordinates, and revises planning documents, ordinances, and policies for the Council. Develops model master plan elements and land development regulations designed for local government use. Analyzes rules, regulations, legal documents, planning documents, and legislation to provide clear, technically sound, accurate, and informative reports.

Assembles and manages project teams to address complex agency matters requiring varied staff member expertise, ensuring coordinated participation by team members, completion of required tasks, and delivery of final product(s). Plans, convenes, and facilitates effective committee meetings on assigned topics. Assists in coordinating formal hearings conducted by staff members. Provides guidance and training to junior staff members.

**Position Requirements**

**EXPERIENCE:** A minimum of five (5) years of experience in municipal and/or county planning, whether completed in the private, non-profit, or government sector, during which time the applicant has had substantial involvement in varied aspects of community planning and responsibility for high-level analysis, reporting, and participation in the associated public processes.

**EDUCATION:** Master's degree in land use planning, planning policy, or closely related field.

**LICENSE:**

- Appointee must possess a valid American Institute of Certified Planners (AICP) certification in good standing.
- Appointee must possess or be immediately eligible for a New Jersey Professional Planner 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 duties of the position.

**RECOMMENDED:** Knowledge and experience with municipal and/or county land use planning.

**MISSION:** Strong commitment to the mission of the Highlands Act and its objectives.

**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.

To be considered, please e-mail, fax, or mail the following to the address below no later than March 1, 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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