



New Jersey Economic Development Authority

Job Description

Job ID: 2023-1943
Job Title: Senior Project Officer
Department: Special Projects and Planning
Open Date: 04/27/2023
Close Date: 06/27/2023
Location: Trenton, Newark
Grade Level: H17
Salary Range: \$85,680 - \$107,100

Job Summary

The position will work directly with the Director, Special Projects to oversee the technical planning work for the development of land disposition strategies for real estate special projects that advance the mission of the Special Projects team. Such work may include conducting and overseeing research on pertinent development data, including planning and zoning development potentials, related planning and development analytics, project and project area-level infrastructure and community amenity needs, land use information, real estate market analysis, etc.

Essential Duties and Responsibilities

- Works with the Director, Special Projects, and other real estate team members as directed, to identify potential strategic partnerships within Government, among state and local public bodies, and with private landowners to support local economic development and place-based initiatives; and to cultivate potential development and land disposition strategies that could effectuate such initiatives.
- Stays aware of current initiatives in the State outside the Authority that support walkability, urban redevelopment, transit connectivity, strategic and creative placemaking, complete streets, and central business districts.
- Serves as a subject matter expert relating to place-based economic development strategy to educate and support the Authority staff's professional development.
- Identifies long-term strategies for the State to achieve comprehensive regional development that support smart growth principles and drives New Jersey towards connected livable communities.
- Leads studies including planning studies and surveys and project-level feasibility assessments, potentially including management of consultants, involving complex technical aspects of the planning and development field including assessments of trends in and markets for residential, commercial, industrial, and other land use types as appropriate, as well as evolving needs in these markets in terms of design standards, access to amenities, resources, utilities and transportation, as well as other and inputs for activity.
- Evaluates development opportunities against adopted standards, plans, and programs; recommends viable alternatives when required, and assesses project-level financial feasibility and finance/funding needs.
- Provides advice and technical assistance.
- Reviews, interprets and transposes statistical and other data into suitable forms for planning purposes.
- Assists in designing and drafting proposals and preparing graphic information.
- Prepares maps representing existing and proposed land use and other data for submission or presentation.
- Designs and prepares charts representing economic conditions.
- Prepares various types of reports including graphic, statistical and written presentations.
- Maintains essential records and files, maps, plans, designs and charts
- Research may involve developing or collecting original data, creating research databases from existing sources, analysis of existing data sets, and tracking of federal and/or state statutory and

regulatory changes and best practices.

- Establishes, tracks, and communicates key metrics of real estate special project success.
- Promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer-focused work environment among division, EDA staff and external customers.
- Support/lead other special projects as assigned.
- Must complete annual and semiannual self-assessment as required.
- Performs other duties and special projects, as assigned.

Skills and Abilities

Planning

- Practical knowledge of the laws and procedures guiding State, municipal, and regional planning practices in New Jersey.
- Familiarity with the 2001 New Jersey State Plan, state planning areas, various preservation commissions, plan endorsement and conformity.
- Ability to provide professional advice and guidance on planning matters.
- Ability to prepare clear, technically sound, accurate and informative planning reports, studies and surveys containing findings, conclusions, and recommendations.
- Ability to collect, organize, analyze, interpret, and use land use information including statistical material
- Ability to organize and execute assigned planning projects and studies.

Real Estate Development

- Knowledge of lending and underwriting principles
- Ability to collect, organize, analyze, interpret, and use project-level real estate economics feasibility information
- Ability to organize and execute assigned real estate feasibility evaluation projects and studies.
- Ability to prepare clear, technically sound, accurate and informative real estate development feasibility reports and studies containing findings, conclusions, and recommendations.
- Ability to analyze risk, understand the EDA's risk tolerance and propose mitigants to identified risks
- Ability to provide professional advice and guidance on real estate development feasibility matters.
- Ability to draft communications clearly and concisely, including the ability to make presentations to executive leadership.
- Ability to engage credibly and thoughtfully in conversations with industry and government leaders
- Ability to build strong relationships and contacts within the industry (strong preference for individuals who have an existing network within the industry both in New Jersey and nationally)

Economic Development

- Knowledge of forces effecting economic and community development, industrial development, housing affordability, and other contemporary market conditions.
- Ability to identify economic, geographic, social, and industrial conditions and trends.
- Familiarity with construction codes, buildings standards, and site planning.
- Knowledge of factors that determine the site location and design.

GIS

- Knowledge of the principles and techniques of geographic analysis and cartography.
- Ability to use Geographic Information Systems (GIS) for analysis and map creation.
- Experience accessing US Census data to create tabular and geographic data.

- Proficient in Microsoft Office Suite and the ability to learn new software packages
- Ability to write clearly, and work collaboratively with interdisciplinary team of lawyers, researchers, communications staff, and senior management.
- Ability to communicate effectively both verbally and in writing; proficient in grammar, spelling and editing; and foster communications with business professionals and EDA staff
- Ability to prioritize workload, must be highly organized, detail-oriented, handle various tasks simultaneously and work independently within limited time constraints with little or no supervision
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and EDA staff
- Demonstrates respectful behavior and promotes teamwork and communication to encourage an interactive, cooperative, collaborative and customer focused work environment among division, EDA staff and external customers.
- NJEDA utilizes Microsoft as the core application platform and proficiency in the Microsoft Office Suite is preferred.

Qualifications

Education and Experience Requirements

- Bachelor's degree in related field
- Minimum seven years job related experience
- At least two (2) years of experience in municipal, county, regional, or state planning desirable but not required (planning consulting for private clients may count towards this goal) **OR** at least two (2) years of experience in real estate development planning involving engagement with local planning regulations as they affect development feasibility

Advanced degree or industry specific certification may be substituted for 1 year of experience

Physical Demands

- Attendance at meetings outside of normal work hours
- Ability to work outside normal business hours, as needed

Travel

- As necessary to events, meetings, businesses, etc.

Certificates and Licenses Required

- Possession of a current and valid credential as a Certified Planner Issued by the American Institute of Certified Planners (AICP) may be Substituted for the educational requirement.
- Possession of a current and valid license as a professional planner in New Jersey issued by the New Jersey Board of Professional Planners may be substituted for the educational requirement.

License: Staff are required to possess a valid driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essentials duties of the position

Note

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed. This job description is intended to convey information essential to understanding the scope, general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Your employment at NJEDA is voluntary and subject to termination by you or NJEDA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate or modify the employment-at-will status of NJEDA employees.

This position is considered exempt and is excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers under the FLSA.

NJEDA reserves the right to amend/revise this job description as necessary to meet current and changing business needs.

Equal Opportunity Employer
NJ SAME Program

Position Requirements

- Foreign degrees/transcripts must be evaluated by a reputable evaluation service at your own expense and must be submitted prior to a start date. If this cannot be provided within 21 days of an offer the offer will be rescinded.
- Must comply with the “New Jersey First Act” which requires employees hired after September 1, 2011 to reside in New Jersey. Non-New Jersey resident employees must relocate to New Jersey within one year of their date of hire and provide proof of residency to Human Resources.
- Must complete an Outside Activity Questionnaire (disclosure of outside office or employment) on an annual basis.
- Must review the required NJEDA Ethics Guidelines.
 - Those guidelines to can be found here:
 - <https://www.nj.gov/ethics/docs/ethics/plainlanguage2021.pdf>
 - https://www.nj.gov/ethics/docs/ethics/2022_uniformcode_april.pdf

HOW TO APPLY:

Interested applications **MUST** submit their resume online through our applicant tracking system.

<https://careers-njeda.icims.com/jobs/1943/senior-project-officer---re-special-project-planning>

For general job inquiries, please email us at NJSAME@NJEDA.GOV

Visit us at www.njeda.gov