

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

CONTINUOUS

TITLE: Assistant Planner

SALARY: \$50,000 - \$62,950

Hours: 40 X 35___

DEPARTMENT: Planning

Union ___ Mgmt X

LOCATION: Northfield

NJCSC Test Required: Yes X No ___

Grant Funded: Yes ___ No X

Note: This position requires a valid New Jersey driver's license.

DEFINITION

Under the direction of a Supervising Planner or other supervisor in a state or local government agency, assists in the development of land use plans for municipal, county, regional, and metropolitan land areas or portions thereof; does other related duties as required.

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 specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS

EDUCATION

Graduation from an accredited college or university with a Bachelor's degree including or supplemented by 21 semester hour credits in professional planning subjects such as the principles of land use planning, history of city planning, planning project design, and planning law and administration.

EXPERIENCE

One (1) year of professional experience in municipal, county, regional, or state planning.

NOTE: 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 education requirement.

NOTE: 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.

NOTE: Possession of a Master's degree in Planning from an accredited college or university may be substituted for one (1) year of indicated experience.

LICENSE

Appointees 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

EXAMPLES OF WORK

Conducts preliminary analysis and prepares reports on planning matters.

Conducts surveys in an area and gathers information on the residents.

Reviews, analyses, interprets and transposes statistical data of various complexities into forms useful in the development and preparation of tables, charts, maps and factual reports.

Prepares maps representing existing and proposed land use and other data for submission or presentation to state, municipality, or county.

Designs and prepares charts representing economic conditions.

Gathers, reviews, and analyzes land use planning data.

Assists with the work involved in developing local, regional, and state wide planning projects which involve the consideration of highway systems, railroads, airport facilities, industrial and residential areas, water supplies, sewage systems, and population concentrations.

May assist in designing and drafting proposals and prepare graphic information.

Assists in the coordination and administration of planning programs and activities.

Establishes and maintains cooperative working relationships with agencies and other involved with the land use, planning activities of the unit.

Maintains the essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

KNOWLEDGE AND ABILITIES

Knowledge of concepts, principles, and techniques of land use planning.

Knowledge of the problems involved in planning work.

Knowledge of the planning problems presented by population densities, shifts in population, and the attendant demands for utility services of all kinds and other community services.

Knowledge of the principles and techniques used to prepare maps.

Ability to gather and analyze data.

Ability to analyze and interpret drafting, designing and planning problems, organize assigned work and develop effective work methods.

Ability to comprehend, analyze, and interpret basic laws and regulations.

Ability to prepare maps, charts, graphs and plans.

Ability to establish and maintain cooperative relationships with those involved in the work of the unit.

Ability to identify and define planning goals and objectives.

Ability to prepare correspondence.

Ability to prepare clear, technically sound, accurate, and informative planning reports, studies, and surveys containing findings, conclusions, and recommendations.

Ability to maintain records, reports, maps, plans, and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>
Alternatively, applications may be mailed to the
Atlantic County Division of Human Resources
1333 Atlantic Avenue, Atlantic City, NJ 08401
- *We are an Equal Opportunity Employer* -**