



Mercer County Job Announcement

Dan Benson, County Executive | Board of County Commissioners

ASSISTANT PLANNER

OVERVIEW

The **Mercer County Planning Department** seeks **Assistant Planner(s)** to join our team to primarily work on Transportation and Sustainability Planning efforts. We serve 12 diverse municipalities within urban, suburban and rural settings in Central New Jersey. As an entry-level position, the Assistant Planner's key responsibilities include providing staff support on existing and future projects, which include multi-disciplinary planning and concept level engineering projects under the supervision of the Planning Director and senior staff. This role offers a valuable opportunity to learn and apply professional planning principles within a county government setting.

RESPONSIBILITIES

Primary duties may include but are not limited to transportation planning and grant management; performing GIS tasks; and sustainability and historic preservation planning. The Assistant Planner will be responsible for the preparation of planning documents, analysis, maps, graphics and other items as needed.

SKILLS/ABILITIES

- Familiarity with state statutes regarding planning powers and responsibilities at the state, county, and municipal level in New Jersey
- Knowledge of transportation planning issues, data, programs, policies and analytical techniques pertinent to New Jersey & Federal Guidelines
- Knowledge of sustainability and historic planning issues
- Experience with Photoshop, Illustrator and InDesign, Google Sketchup, and other related software to create graphics preferred
- Ability to work cooperatively within a team and to work independently
- Ability to manage multiple projects simultaneously
- Ability to work effectively with community stakeholders, public officials, and agencies
- Ability to organize assignments and complete work on time with high professional standard
- Understanding of the planning process and the project development process
- Knowledge of planning best practices and concepts
- Ability to organize data in an efficient and clear manner

- Experience preparing written materials, such as formal studies, reports, plans, and/or grant applications
- Excellent oral and written communication skills for preparing and presenting planning reports and projects
- Strong mapping and visualization skills and familiarity with ESRI ArcGIS preferred
- Proficient with Microsoft Access, Excel, Word, Power Point
- Maintains records, files, maps, plans, and charts
- Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units

EXAMPLES OF WORK

- Grant writing for local, state, and federal funding opportunities
- Administering various grant programs, including managing outside consultants
- Managing a project, elements of a project, or having a significant technical role under the direction of other technical staff members
- Preparation of comprehensive plans, master plan elements, and other documents
- Conducts research and analysis for transit plans, County Highway Corridor plans, and Transit-Oriented Development plans
- Develops engaging outreach strategies for planning projects in diverse communities
- Composing technical documents that present findings using clear language and graphical elements
- Assists with the development of multimodal transportation plans, like bicycle and pedestrian plans, Vision Zero plans, Complete Streets plans, and Safe Streets and Roads for All Action Plans
- Assists in organizing and conducting public and community outreach activities and events
- Develops brochures and fact sheets on relevant County programming
- Coordinates necessary Geographic Information Systems (GIS) and data needs
- Provides technical support to environmental planning projects and conducts other planning initiatives related to Sustainability and Resiliency, Historic Preservation, and comprehensive planning as assigned
- Supports the analysis and development of various resiliency and sustainability and historical preservation planning initiatives
- Attending various meetings with stakeholders
- Other duties and responsibilities as assigned

REQUIREMENTS

NOTE: Candidate must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of professional experience in municipal, county, regional, or state planning including or supplemented by twenty-one (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.

OR

Possession of a bachelor's degree from an accredited college or university including or supplemented by twenty-one (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; and one (1) year of the above-mentioned professional experience.

OR

Possession of a master's degree in planning from an accredited college or university.

OR

Possession of a current and valid license as a Professional Planner in New Jersey issued by the New Jersey Board of Professional Planners; and one (1) year of the above-mentioned professional experience.

OR

Possession of a current and valid credential as a Certified Planner Issued by the American Institute of Certified Planners (AICP); and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

Must possess a valid driver's license.

SALARY

\$51,929-\$73,369

TO APPLY:

Mercer County residency required within one (1) year of employment. Candidate would be subject to all Civil Service regulations. Send resume, application, and cover letter to: Maria Connolly, Planning Director, via email at: mconnolly@mercercounty.org.