



State of New Jersey  
THE PINELANDS COMMISSION  
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## Job Vacancy Announcement

**POSITION:** Planning Specialist (2 vacancies)  
**CLASSIFICATION:** Full Time, Exempt, Union  
**POSTING PERIOD:** 9/20/2021 – 10/17/2021

### **POSITION DESCRIPTION:**

The New Jersey Pinelands Commission is an independent state agency whose mission is to preserve, protect, and enhance the natural and cultural resources of the Pinelands National Reserve, and to encourage compatible economic and other human activities consistent with that purpose. The Commission implements a comprehensive plan that guides land use, development, and natural resource protection programs in the 938,000-acre Pinelands Area of southern New Jersey.

The Commission's Planning Office is seeking two full-time Resource Planners. The positions will support a wide array of on-going programs as well as projects that arise to meet emerging environmental and regional planning priorities of the Commission. Responsibilities include review of complex land use issues and municipal ordinances and coordination with other state and local governmental agencies on land use planning or resource management issues and projects. The position may assist in land preservation, monitoring of intergovernmental agreements, rule development, and supporting the Pinelands Development Credit Program.

### ***Duties and Qualifications***

Well-qualified candidates will have excellent communication skills, considerable knowledge of land use principles, and negotiation skills. The ability to read and interpret regional land use regulations and municipal ordinances, the ability to collaborate effectively with other staff and across a diverse region with many local governments, and the ability to conduct research in support of rule-making will be necessary. The position should be able to define problems, apply concepts, and make oral presentations at public meetings. A willingness to research and identify solutions will be helpful. Applicants should be interested in developing a wider knowledge of regional planning, infrastructure planning, climate change planning, or economic planning along with gaining understanding of the Pinelands Area, the Pinelands Comprehensive Management Plan, and the Pinelands Commission's operating procedures. Resource planners will work individually and as part of a team to achieve goals. Resource planners may work on multiple projects and should be able to prioritize and manage time efficiently. Some local travel may be required to attend meetings within the Pinelands Area.

Required skills include proficiency with Microsoft Office tools such as Word, Excel, and Outlook, as well the ability to learn and use Teams to facilitate remote collaboration. A Driver's license is required. Desired skills include proficiency with ArcGIS and other ESRI products or similar GIS software. The ability to interpret and/or produce maps including distance, scales, and legends is required. This position has no supervisory responsibilities.

Salary will be commensurate with experience, starting at \$57,500. Full benefits package including paid vacation leave, paid sick leave, health and dental insurance, life insurance, and enrollment in the public employee's retirement system.

**REQUIREMENTS:**

**EDUCATION and EXPERIENCE:** A Bachelor's degree in a related field and a minimum of one year of experience is required. Additional experience in land use planning will be considered. A Master's degree or a New Jersey Planning license may substitute for one year of experience.

**RESIDENCY:** The New Jersey First Act (P.L. 2011, c. 70) requires all new employees to reside in the State of New Jersey, unless exempted under law. If you do not reside live in New Jersey, within one year of hire, you must either establish residency in the State of New Jersey or successfully receive an exemption from the Employee Residency Review Committee.

**INTERESTED CANDIDATES:** Interested candidates should submit a cover letter, resume and writing sample via e-mail to [humanresources@pinelands.nj.gov](mailto:humanresources@pinelands.nj.gov) by the closing date. Only candidates selected for interview will be contacted.

For more information, see [www.nj.gov/pinelands](http://www.nj.gov/pinelands).