



# COUNTY OF HUNTERDON

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## Hunterdon County Department of Planning, Cultural and Heritage and Land Use

### Job Vacancy: Department Director

### Salary Commensurate with Experience

The County of Hunterdon is seeking a qualified applicant for the position of Director of Planning, Cultural and Heritage and Land Use. A successful candidate should have a demonstrated record of leadership and implementing strategic change. The Director of Planning, Cultural and Heritage and Land Use is responsible for the oversight of several divisions including Planning, Cultural and Heritage, Geographic Information Systems and the ongoing partnership with the Rutgers Cooperative Extension Office.

The Director will oversee the preparation of annual budget submissions by divisions under their span of control, the Director will also oversee, coordinate and implement all elements of the Hunterdon County Growth Management Plan including providing ongoing guidance and feedback on proposals and changes to said plan. The Director will be responsible for the oversight of personnel which will include but not be limited to conducting performance evaluations, implementing disciplinary action and providing ongoing leadership and guidance to personnel.

The Director will be responsible for attending conferences and evening meetings as needed in carrying out their responsibilities. The Director will be tasked with interfacing with the public and the numerous civic groups that interact with the Department of Planning, Cultural and Heritage and Land Use on a daily basis. The Director may also be required to attend biweekly Commissioner Board meetings and also serve as an alternate member to the North Jersey Transportation Planning Authority Board of Trustees.

### **Experience:**

Applicants must possess a bachelor's degree from an accredited college or university and have a demonstrated record of management experience. A successful candidate will also possess a strong working knowledge of high-level planning and cultural and heritage initiatives. Candidates should also possess strong interpersonal skills and the ability to interface with the public and elected officials. Possession of a current, valid license as a certified Professional Planner in the State of New Jersey is required. Public Sector experience is preferred.

*Hunterdon County offers excellent health and dental benefits, paid leave, paid holidays, and participation in the New Jersey State Retirement Systems.*

**To Apply:** Qualified and interested applicants please submit a County Employment Application including a Resume & Cover Letter, see link below for application:

<https://www.co.hunterdon.nj.us/DocumentCenter/View/389/County-of-Hunterdon-Application-for-Employment-PDF?bidId=>

HUMAN RESOURCES DEPARTMENT  
71 MAIN STREET, 3<sup>RD</sup> FLOOR  
PO BOX 2900  
FLEMINGTON, NJ 08822

TELEPHONE: (908)788-1114  
FAX: (908)806-4236  
EMAIL: PERSONNEL@CO.HUNTERDON.NJ.US  
WEBSITE: WWW.CO.HUNTERDON.NJ.US



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**Send to:** Hunterdon County Human Resources via email [personnel@co.hunterdon.nj.us](mailto:personnel@co.hunterdon.nj.us) or US Mail to 71 Main Street, PO Box 2900, Flemington NJ 08822

*An employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.*

*The Hunterdon County Board of County Commissioners is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972 and the New Jersey Law Against Discrimination (LAD) and all other applicable state or federal laws. Under no circumstances will the County discriminate on the basis of sex, race, creed, color, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information, disability (including AIDS or HIV infection), pregnancy, breastfeeding, childbirth, liability for service in the United States Armed Forces, gender identity or expression, and/or any other characteristic protected by state or federal law.*

*The County will ensure that personnel decisions are made in accordance with principles of Equal Employment Opportunity by imposing only nondiscriminatory job requirements. The County will not discriminate with regard to any term, condition or privilege of employment, including compensation. Employer-sponsored training, education, tuition assistance, and social and recreation programs will be administered without discrimination. The County has an Affirmative Action Officer ("AAO"), who is assigned overall responsibility of the Affirmative Action Program. Any employee or applicant with a question or grievance should contact the Affirmative Action Officer: Catherine Kopec, Director of Human Resources at 908-788-1114*

***\*This position is covered by the New Jersey Civil Service Commission, is an unclassified appointment, and does not require an examination, and all service is considered "at will" employment. Initial appointments evaluated using a 90-day working test period.***

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